



## ACADEMIC SENATE

### ADOPTED MINUTES

August 14, 2007

ASSC Conference Room (1404)

9:30 a.m. – 12:00 p.m.

**1. Call to Order:**

President Kropp called the meeting to order at 9:35 a.m.

**2. Roll Call:**

Gail Kropp, President

Robin Arie-Donch; Emily Blair; Joe Conrad; Susanna Crawford; Erin Farmer, *ex officio*; Ferdinanda Florence; Ruth Fuller; Jeffrey Lamb; Lou McDermott; Scott Parrish; Jackie Rock.

*Absent:* Sarah Nordin; Carl Ogden; Thom Watkins.

*Guests:* Thomas Bundenthal; Isaias Jacobo.

Karen Mitchell, Executive Assistant, Academic Affairs/Workforce Development

**3. Approval of Agenda – August 14, 2007**

Senator Blair moved to approve the agenda, Senator Crawford seconded. Discussion: remove items 8h and 8i. The motion passed unanimously with removal of items 8h and 8i.

**4. Welcome and Introduction**

The members present were welcomed and introduced.

**5. Approval of Minutes – May 14, 2007**

Senator Blair moved to approve the minutes of May 14, 2007, Senator McDermott seconded. The motion passed unanimously.

**6. President's Report**

Meeting with Interim Superintendent/President Fisher

President Kropp informed the members present that there will be a grand opening ceremony for the new Vallejo Center on September 15, 2007. All faculty should have received a formal invitation to the event; President Kropp encouraged all to attend.

The hiring committee for the PIO officer is being assembled; Nancy Hopkins has been hired to conduct the services of the PIO officer until that position is in place.

All faculty positions have been hired except for two nursing positions that are still in process. The psychology position is being advertised in-house. The position had a late start due to the desire to hire a non-faculty member director of the children's center.

The College has funded the recommended positions one through five on the Institutional Priorities List. The remainder of the list will be moved forward to begin the 07/08 academic

year listing. President Kropp commended the members for their hard work and the administration for honoring the listing that came out of FABPAC. There was an exception, the Interim Superintendent/President Fisher moved the PIO Officer to the top of the listing.

President Kropp informed the members that there is a need to review their equivalencies FSA process. The Senate needs to be very clear on how equivalencies are determined.

The program discontinuance policy that the Academic Senate approved in May, 2007, and passed Shared Governance in May 2007, was passed by the Governing Board.

#### Meeting with Interim Vice President Kathy Rosengren

President Kropp worked with VP Rosengren on the agenda for the joint meeting of the Academic Senate and Division Deans' scheduled to be held this afternoon. Requested and received help with the minutes of August 14, 2007.

Clarified the status of the Learning Outcomes Assessment Coordinator (LOAC), a.k.a. SLO Coordinator, Tracy Schneider. A Memorandum of Understanding has been signed by Diane White, CTA President, Gail Kropp, Academic Senate President, and the VP of Academic Affairs stipulating that the contract for the LOAC will be a normal coordinator cycle that will continue through fall 2009.

Discussed with VP Rosengren the expectations of the SLO trainers for the 2007/2008 academic year.

Clarified that the Basic Skills positions for coordinator as well as the supporting positions, have been approved through the 07/08 academic year.

Determined the fall joint meeting regarding full time faculty hiring will occur on October 15, 2007.

Also discussed was the status of the Institutional Priorities List and future plans. Again, the College has gotten down to number five on the Institutional Priorities List.

- (Priority 1) Director of Public Relations/Marketing Communications – Funded
- (Priority 2) Art Lab Technician – Funded
- (Priority 3) Purchasing Technician/Buyer – Funded
- (Priority 4) Custodial Support – Funded
- (Priority 5) Child Development Center Director – Funded
- Renewal of SARS – Funded as Support

Priorities 6 through 10 will be moved forward to this years' priority listing.

- (Priority 6) Information Analyst
- (Priority 7) Fully Fund and Expand Tutoring Center
- (Priority 8) Production Assistant – Graphic Arts
- (Priority 9) One Part-Time Athletic Counselor

The College is transiting into a new planning cycle. Due to the changes in the planning cycle, the Institutional Priorities will probably come up in the fall semester in the future. Also, the normal January joint meeting, which usually is devoted to the institutional priorities, will be devoted to another topic. This year, the topic suggested is learning outcomes assessment.

### Accreditation Update

The accreditation update report has been received from the accreditation team. The College received very good marks on the first five recommendations. The other three recommendations, no. 6, Staffing and Organizational Stability, no. 7, Fiscal Integrity and Stability, and no. 8, Leadership, will require an additional Progress Report. President Kropp shared two statements of importance to the Academic Senate.

- Stated in General Recommendation no. 4, Student Learning Outcomes; “The faculty Senate has served in a leadership role to assure assimilation into the Curriculum Development process. . . . The result has been significant progress and success in response to the recommendation.”

President Kropp thanked the following individuals for their efforts in moving the College forward in progress toward the completion of the Student Learning Outcomes Assessments: Tracy Schneider, SLO Coordinator; Mark Berrett, SLO Trainer; Anne Bevilacqua, SLO Trainer; Terri Pearson-Bloom, SLO Trainer; Melissa Reeve, SLO Trainer; Nicholas Cittadino, SLO Trainer; and Genele Rhoads, SLO Trainer, as well as Sandra Rotenberg who attended most meetings and training sessions.

- Stated in General Recommendation no. 5, Library Resources; “After an extended period of limited support, the College has made demonstrated progress with the recommendation through the addition of Learning Resource materials and personnel.”

### Status of the Senate Administrative Assistant

The previous administrative assistant applied for and was hired by the Fine and Applied Arts/Behavioral Sciences Division, for the Children’s Center position. However, the position does not appear to be a good fit and, therefore, that individual may come back to work for the Academic Senate. President Kropp informed the members that she did request to have the position become a full-time, 40 hours a week position as was directed by a resolution from the Academic Senate. Unfortunately, the Executive Council did not agree to the increase of hours but did agree to replace the position. The Academic Senate will need to go before FABPAC to seek approval to increase the position from part-time to full-time.

### Status of Presidential Hiring

The Governing Board is scheduled to interview three candidates, who were moved forward by the hiring committee, on Friday, August 17, 2007. President Kropp thanked the faculty who participated on the hiring committee: Kevin Anderson, Bruce Clark, Dorothy Hawkes, and Diane White.

President Kropp recommended that a sub-committee be convened, with representation from both the Academic Senate as well as the Governing Board, to create and implement a hiring policy for the Superintendent/President. President Kropp requested to have Senator Fuller research Title 5 and the Community College League for information/advisories regarding the hiring of the Superintendent/President.

## **7. Reports**

### Curriculum

Erin Farmer attended the Summer Curriculum Institute. Issues addressed at the institute are as follows.

- Online Course Quality – Each course must be presented to the Curriculum Committee individually, with specific explanation as to how the course is being adapted to online instruction.
- The course addendum forms need to be revised to allow detailed explanation.
- Discussion: The Academic Senate discussed the need to have each department draft their own guidelines for new and amended curriculum.
- Assembly Bill 1943 gives authority to local curriculum committees for course approval of stand alone courses that are not part of a program; the courses does not need to be sent to the System Office for approval. However, the local curriculum committees must undergo training. Erin Farmer is qualified to train the committee as is Tracy Schneider. It was suggested to have a training session at the next Flex Cal in spring.
- The System Office is finalizing a program and course approval handbook revision that will be available very soon.
- Curriculum and course management systems were discussed. Curricunet is a program that Erin Farmer would like to bring onboard at Solano College due to its efficiency in use. It was recommended to bring the request for Curricunet before FABPAC for approval.
- SLOs and Basic Skills were discussed at the institute. The System Office is looking at making a mandatory uniform assessment for basic skills students across the board. This is not the same as the exit exams.
- The Academic Senate will need to decide the role of the curriculum office in regards to Basic Skills and SLOs.

#### Distance Education

No report given.

#### Flex

Senator Lamb stated that he may no longer be able to participate on the Flex Cal Committee and recommended that Senators promote to their division faculty the opportunity to join the Flex Cal Committee.

#### Treasurer

Senator Crawford gave the following financial report.

- Deposit of \$351.00; additional checks in the amount of \$200.00 will be deposited.
- Current balance is approximately \$7,200.00.
- Solano College Administration is depositing a portion of the Staff Development funds into an Academic Senate account, but OABS has not yet informed the Senate President and Treasurer of the exact amount, the budget code, or how to access the funds.

For the first time, the Academic Senate has been given a budget code that has funding for Senate needs such as reassigned time for the Senate President, Administrative Assistant position, and the funding for conferences and institutes. Also, another budget will be established for faculty staff development funding.

## **8. Information/Discussion Items**

### 2007-2008 Academic Senate Meeting Dates

The following meeting dates have been established for the 2007-2008 Academic Senate Meetings. All meetings will be from 3-5 p.m.

August 27, 2007 (Tentative Hold Date-Meet Only if Necessary)  
September 17, 2007  
October 1, 2007  
October 15, 2007 (Joint Meeting with Division Deans)  
November 5, 2007  
November 19, 2007  
December 3, 2007  
December 17, 2007 (Tentative Hold Date-Meet Only if Necessary)  
January 28, 2008 (Joint Meeting with Division Deans')  
February 11, 2008  
February 25, 2008  
March 3, 2008  
March 17, 2008  
April 7, 2008  
April 21, 2008  
May 5, 2008

It was recommended that all committee reports be forwarded to the Senate members prior to the meeting date (the Thursday before the meeting) for members to review so that discussion can occur in a timely manner at future meetings.

#### Staff Development Funds

Approximately \$21,000 to \$22,000 of one-time Staff Development funding has been given to the Senate. A priority for the Senate will be to determine how the funding will be distributed. Senator Conrad and Senator Parrish will work as a sub-committee on the project of bringing forward a clear and transparent criteria, process, and form for distribution of funds. It was determined that first the Senate members will ask their divisions the following questions and bring the answers back at the next Senate meeting.

- What would be a fair process for the Senate to implement with regard to the one-time Staff Development funds?
- What criteria would you like to see used in awarding the funds?

Also, recommended was to use the mini grant form as a model for the application. The members of the Senate would like to know where the other \$29,000 to \$28,000 of Staff Development Funding went. President Kropp will be meeting with Elizabeth Skelly regarding the Academic Senate budget.

#### Enacting the New Math Requirement

There are issues that need to be discussed between the different departments and individuals involved. It is noted that the Math Department will probably want to be responsible for the new math requirement; therefore, the issue is being brought forward to the Academic Senate for information purposes.

#### SLOs Trainers' Proposed Assessment Timeline

President Kropp reminded the Senate about the timeline and recommended that any member who does not have a copy of the timeline make sure to contact Tracy Schneider or her and request a copy. The timeline will be discussed at the next Academic Senate meeting.

#### Basic Skills Initiative

No report given.

### Faculty Rights & Concerns re: Special Admissions

The Math Department has decided that there should be significant faculty input regarding how the Special Admission Program is administered at Solano Community College. Senator Crawford would like the Senate to address the idea of creating school-wide policies regarding acceptance of special admission students. While the catalog, on page 25, has some wording on special admission, the faculty voice is specifically excluded other than a reference to “instructional methodology” in the second paragraph. At other colleges, the Dean is required to get specific permission from the instructor in order for a special admit student to enroll in his or her course. It has been the experience at Solano that some of the students accepted through the special admission program may not be appropriate choices. Questions may include: “Is it appropriate to have special admission students in our basic skills classes?” and, “Do the faculty have the right to decide that a subject matter in their course would be inappropriate for young special admission students?”

The senators have been asked to bring this matter before their divisions for discussion.

It is recommended that in the future, the Senate develop a policy on special admissions.

### Room Allocation on Main Campus and at Centers

It appears that Banner has created an algorithm to place instructors into classrooms on the main campus. While this may work out fine, and may be preferable to the departmental territoriality, the Senate should be ready to address this issue. It is requested that Richard Kleeberg share information regarding the basic premises involved in Banner’s decision making software. Some issues that have been specifically mentioned by faculty include how instructors will be given smart classrooms, and whether care will be given to assign instructors close to their offices when they need to carry or cart large projectors, or other heavy material.

The senators have been asked to bring this matter before their divisions for discussion.

### Senate Goals for 2007-2008

The Senate broke out into groups to brainstorm the goals for 2007-2008. The following is a listing of topics for the Senate to brainstorm.

- Academic Integrity
- Senate Organization and Relationship to Sub-Committees
- Growth Enrollment Management
- Credit/Non-Credit
- Basic Skills

It was requested that the groups forward their results of the session to Ferdinanda Florence. The listing will be brought forward at the next Senate meeting.

## **9. Adjournment**

The meeting adjourned at 12:01 p.m.