



## ACADEMIC SENATE

### ADOPTED MINUTES

NOVEMBER 5, 2007

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

Robin Arie-Donch, Emily Blair, Joe Conrad, Susanna Crawford, Erin Farmer, *ex officio*,  
Ferdinanda Florence, Ruth Fuller, Gail Kropp, Jeffrey Lamb, Lou McDermott, Sarah Nordin,  
Carl Ogden, Scott Parrish, Jackie Rock, Thom Watkins

*Absent/Excused:* Erin Farmer, Sarah Nordin, Jackie Rock

Senate Administrative Assistant Mary Swayne  
Interim Vice President of Academic Affairs Kathy Rosengren  
Solano Foundation - Joy Warren  
Dean, Office of Admissions and Records, Catherine Fites-Chavis

**3. Approval of Agenda – November 5, 2007**

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

**4. Approval of Minutes – October 15, 2007-Joint Meeting with Educational Administrators**

Motion to Approve – Senator Florence; M/S/P – Unanimous

**Approval of Minutes – October 15, 2007-Academic Senate**

Motion to Approve – Senator Arie-Donch; Second – Senator Florence; Discussion: Senator Conrad noted that a correction is needed on Page 2, 6<sup>th</sup> line from the bottom -- add “t” to “he proposal” to read “the proposal.” Senator Crawford corrected Page 2, 5<sup>th</sup> line from bottom – delete “to” in “noted, to the proposal.” Senator Arie-Donch expressed concern regarding the wording under 5.a, 1<sup>st</sup> paragraph, line 1; transferring is not a “major problem” for students; rather, transferring “can be confusing” for students.

Vote to Approve as Amended – Unanimous

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

**a. News, communications from ASCCC**

- Fall Plenary, November 1-3, 2007, Anaheim
- ASCCC established a new standing committee, the Accreditation and SLOs Committee.  
Should SCC consider doing the same?

Comments/Questions: Senator Fuller expressed interest and President Kropp felt that this might be a course we would want to consider. The Senators agreed that SCC should consider an Accreditation and SLOs committee. President Kropp stated that this will be an item of discussion for the November or December meeting.

- Adopted paper authored by Accreditation and SLOs Ad Hoc Committee
- Passed resolution advocating expansion of opportunities for concurrent enrollment of high school students in California community colleges “with the goal of stimulating college-going behavior and improving student success in college.”

President Kropp noted that this is a topic that should be addressed by the entire Senate and that the Math Division in particular had expressed concern about this issue. Senator Florence noted the distinction between “stimulating college-going behavior” and stimulating college-level behavior. Senator Lamb pointed out that this resolution does not obligate SCC to change or expand its concurrent enrollment policy. President Kropp agreed but noted that since this expansion of opportunities is under discussion at the state level, it behooves us to inform ourselves of the changes being proposed.

- Passed resolution enjoining local senates to internally code and track basic skills funds.
- Passed resolution directing ASCCC to research need for increasing 30-unit limit on credit for remedial coursework included in the Title 5 regulation changes in July 2007

**b.** News, communication from Chancellor’s Office

**c.** SCC news, communications

- Inquiry regarding SCC’s interest in purchasing the UCLA HERI service faculty survey, which would be administered by Rob Simas (Office of Research and Planning)

Comments/Questions: Senator Conrad asked for more information regarding this survey, and President Kropp noted that she had not had the opportunity to look at it yet but would send the details to Mary Swayne to forward to senators.

**d.** Meetings with VP of Academic Affairs

**e.** Meetings with Superintendent-President

**f.** FABPAC

**g.** SGC (Shared Governance Council)

## 6. Reports –

**a.** Academic Affairs – IVP AA Kathy Rosengren

- Accreditation visit November 29, 2007; team members – Dr. Linda Spink, Chair, President Los Angeles Harbor College and Mary Ann Brickell, Consultant, Los Angeles Community College District
- Revisions to Title 5
- Basic Skills is the #1 priority for community colleges this year
- Systems Office pushing for a new allocation of \$50 million as an addition to the budget for Basic Skills – to be spent as \$10 million to convert adjunct faculty to full-time, and \$40 million for regular basic skills work

Comments/Questions: Senator Fuller asked for clarification about what it means to “convert” adjunct faculty to full-time. IVP Rosengren confirmed that it would mean adding new full-time faculty positions with basic skills funds; however, firm information will not be available until next summer. She expressed her assumption that the additions would be made through the regular hiring process, but that the positions might not be advertised outside of the campus. Senator Conrad asked whether the additions would be restricted to basic skills areas; IVP Rosengren replied that it was very clear at the CIO conference that basic skills would be headquartered with Math, English, Reading, but that the initiative should include as many of the college areas as possible, not just the usual basic skills disciplines. The money is to be allocated across the curriculum. President Kropp noted that additions would positively affect our 75/25 ratio as well.

**b.** Curriculum Committee – Erin Farmer

- No Report – Ms. Farmer not present
- President Kropp reported on the Curricunet demonstration October 30, 2007
- Attendees – 5 senators, 5 curriculum representatives, administrative assistants, deans, IVP of Academic Affairs. It was favorably received.

- IVP Rosengren – the cost would be an initial payment of \$40,000 and \$12,000 yearly maintenance.
- The Academic Senate and Curriculum Committee should ask for in our new priorities in January 2008.

**c. Distance Education Committee – Sarah Nordin**

- No report – Senator Nordin not present

**d. Flex Cal Committee – Jeffrey Lamb**

- Optional Days – Badminton Tournament, Ballroom Dancing Instruction
- Required Days, 1<sup>st</sup> Wednesday – most activities in the morning at Vallejo Center, 8:30 to 12:00; afternoon activities on Main Campus (Fairfield).

Mr. Lamb noted that this will be his last semester with the committee and that other faculty members should step up to serve on the committee to ensure that Flex Cal remains a faculty-run program.

Comments/Questions: President Kropp asked the senators to think of people who might be good candidates to be on the Flex Cal Committee and urge them to volunteer.

**e. Treasurer’s Report – Susanna Crawford**

- Exceptional Service to the College Award check for \$250 was written and delivered to Rob Simas

**7. Information / Discussion Items –**

**a. Solano Foundation: Online Auction, Apple Alliance, Mini Grant Matching Funds – Joy Warren**

- Has worked with Solano Foundation for more than a year
- No funds raised in years past; started with Online Auction, 2006
- Trying to start up an alumni association at SCC
- Asking for donations and participation in SCC Online Auction, 2007

Ms. Warren noted that the board of the Foundation pays all online auction fees. We pay a small up-front fee and 9% of what we make on the auction; the rest goes to SCC. A non-profit organization provides the entire environment, marketing on internet, email access, and Bidding for Good access to their 30,000 or more clients. This year a number of interesting and odd items are up for auction. Ms. Warren encouraged everyone to consider bidding on or donating an auction item, noting that the more items brought in, the more money is made to expand activities and opportunities such as matching mini grants awarded by the Senate.

- Attended Community College Foundations of California Conference in Sacramento and learned that a \$50 million fund is in development aimed at scholarship fundraising, a matching fund for state community college scholarships.
- Apple Alliance – Noted that the Foundation is soliciting ideas for how it can develop programs to generate funds for the College. Apple Alliance is a deduction program for faculty/staff to join starting next semester; will include symbolic gifts (apples) based on level of donation

Ms. Warren distributed donation sheets, a letter on the Solano Foundation, and auction description. She encouraged senators to visit the website for more information:

[www.sccfoundation.cmarket.com](http://www.sccfoundation.cmarket.com)

**b. Priority Registration – Catherine Fites-Chavis (OAR)**

- No current administrative policy for enrollment priorities.
- As we are converting to the BANNER system, it is timely to consider enrollment priorities.
- SB272 gives veterans and active duty military top priority.

- Basis Skills Plan advocates priority registration for first-time college students who attended a summer bridge and orientation session.

Dean Fites distributed a draft of Administrative Procedure 5055: Enrollment Priorities

- Reviewed and explained priorities 1 through 8 of the draft handout
- Noted that this draft proposal is supported by division deans, student services managers, and the Executive Council

Next, Dean Fites distributed a Counseling draft of AP 5055 Enrollment Priorities and asked Senator Arie-Donch to describe the counseling perspective and why they want to provide continuing students with priority registration ahead of first-time college students who have attended orientation. Senator Arie-Donch explained the Counseling Division's philosophy regarding the continuing-students priority: let these students register early because they do not have a lot of choices; they are limited to classes they still need for their major or general ed.

- Priority Registration Survey – Transfer Units report was distributed
- Issue of including transfer credits in calculating continuing-student priority; Senator Arie-Donch communicated Counseling's perspective that non-SCC credit should continue to count, noting that it would be cumbersome and problematic to isolate a certain number of transfer units and give them priority.

Dean Fites commented that it is an all or nothing choice, that we either include the transfer units or we do not, adding that there are pros and cons to each way.

Comments/Questions: Senator Arie-Donch urged the Senate to consider Counseling's proposal, that we think more about this, consider what is going to be best for our students and consider the problem of time constraints with the implementation of BANNER. President Kropp inquired as to what kind of timeline the Senate might have to make a recommendation; Dean Fites replied that changes should be implemented by the end of the semester; otherwise, we will have to implement our current priorities. President Kropp noted that, at the very latest, we are looking at a decision by the first December Senate meeting. Senator Florence inquired as to flexibility of revising whatever policy is adopted should there be unintended outcomes; Dean Fites affirmed that it is a procedure, rather than a policy, and that it may be changed and updated. Senator McDermott asked if any figures were available to indicate the number of students unable to enroll in English 370 because of the summer bridge students having priority. Senator Arie-Donch noted that summer bridge students have less enrollment impact than first-time college students with orientation. She added that Counselors are not working against the interests of the basic skills initiative but rather want to support basic skills students while finding a way to get continuing students a higher priority. She pointed out that continuing students include basic skills students. IVP Rosengren observed that the College has other needs, while also having a significant increase through Basic Skills; she noted that we offer at least 21 sections of English 370 almost every semester, sometimes more. Senator Blair noted that, although these sections are routinely filled, there is a strong drop in retention. President Kropp stated that this will be an Information/Discussion item at our next meeting, and asked the senators to talk to their divisions about the two competing proposals and where their concerns rest.

- c. Senate Goals: Enrollment Management – Thom Watkins, Sarah Nordin, Lou McDermott
  - Distributed Academic Senate Goal IV – Growth and Enrollment Management Report
  - Senator Watkins noted SCC has an established committee for enrollment management and the sub-committee sees no reason to re-create something that is already in existence because the Senate goal of working constructively with Academic Affairs on enrollment management issues is being met by the established, active committee which has Senate appointees.
  - Sub-committee proposes that Senator Watkins, who is a member of the Enrollment Management Committee, serve as the Senate liaison to the Committee.

President Kropp asked Senator Watkins for the names of the Enrollment Management/Retention Committee members; Senator Watkins agreed to send a list of committee members to President Kropp.

**d. Senate Goals: Senate Representation – Joseph Conrad**

- Distributed subcommittee report on Senate reorganization
- Decided to start with concept of proportional representation for the divisions
- Senate should determine whether or not there is faculty support to proceed with a plan or plans for proportional representation
- Adopting a plan for proportional representation would eventually require amending the Senate by-laws and submitting to the Faculty Association for a vote

Comments/Questions: Senator Crawford noted that Math/Science is the largest division and needs more representation, adding that with 40 or more full-time faculty, a division might qualify for another representative. President Kropp remarked that there is no provision of this kind in our current by-laws: therefore, she recommends that senators begin by polling the faculty regarding their interest in proportional representation. The senators discussed further how proportional representation might be determined and asked Senator Conrad's sub-committee to come back to the Senate with several options. In the meantime, senators will report back to their divisions that proportional representation is currently under discussion in the Senate, coming from concerns that larger divisions do not have fair representation; further, lack of proportional representation in the Senate was brought up as a problem area by the Accreditation visiting team in October 2005. Senators should return with feedback from their divisions while the subcommittee drafts options for the Senate to consider.

**e. Senate Goals: Noncredit – Ferdinanda Florence**

- Received ASCCC paper from Ms. Swayne on the "Role of Noncredit in the California Community Colleges"
  - Document relates in detail the findings of the ASCCC regarding noncredit instruction.
  - Condensed what the document says for all Community Colleges in California:
    - Noncredit comprises 10% of all CC instructions in the state
    - Standard amount of money CC gets for noncredit instruction
  - Noncredit Classifications:
    - Parenting; Basic Skills; ESL; Courses for Immigrants; Courses for People with Substantial Disabilities; Vocational Programs; Education for Older Adults; Education for Home Economics; Health and Safety Education; Apprenticeship. Also, Basic Skills, ESL, Vocational Programs, and Apprenticeship have credit courses that one can take.
- Statewide, most of the non-credit courses that are being offered are for older adults; vocational courses are next, ESL is third, and Basic Skills is fourth
- Main problems across state:
    - Inadequate correlation between the noncredit offerings and the credit offerings, so students are not led from one to the other
    - 90% of the noncredit courses in the state are taught by part-time instructors
    - Inadequate communication between P/T and F/T instructors.
  - Recommendations from the ASCCC:
    - Keep track of noncredit courses
    - Increase the number of full-time faculty teaching non-credit
    - Ensure the funding for noncredit actually goes to noncredit

Comments/Questions: IVP Rosengren noted that SCC does not have a real noncredit program, but we are looking very carefully and thinking about offering more non-credit courses now that more funding is available. President Kropp pointed out that non-credit faculty do not count towards an institution's faculty obligation number.

- f. Implementation of New Math Graduation Requirement – Susanna Crawford
  - Senator Crawford noted the shortness of time, and the senators agreed to postpone discussion until a later meeting.

**8. Action Items –**

- a. Resolution 07-04: Proposal for Local Implementation of New Math Graduation Requirement  
Senator Crawford agreed that this should be an Action Item at the next meeting.

**9. Announcements –**

- Senator Blair will be giving a lecture in the Library on Friday, November 9, 2007 at 3:00 p.m.

**10. Adjournment –**

- Motion to Adjourn – Senator Conrad; M/S/P – Unanimous
- Meeting adjourned at 4:59 p.m.