



ACADEMIC SENATE

ADOPTED MINUTES

SEPTEMBER 17, 2007

BOARD ROOM - 626

3:00-5:00 p.m.

1. Call to Order:

President Kropp called the meeting to order at 3:02 p.m.

2. Roll Call:

Gail Kropp, President

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

Others Present: Interim Vice President of Academic Affairs, Kathy Rosengren, Senate Administrative Assistant, Mary Swayne, Learning Outcomes Assessments Coordinator, Tracy Schneider

Guests: Dr. Philip Andreini Dean of Humanities, Catherine Fites Dean of Admissions & Records, Jay Field Vice President Technology & Learning Resources

3. Approval of Agenda – September 17, 2007

Motion to Approve – Senator Nordin; M/S/P – Unanimous. Discussion: President Kropp suggested the deletion of Articulation Issues as 7f in the absence of Senator Arie-Donch, and insert Math Requirement Implementation for Senator Crawford. Senator Nordin asked to add 7h-Dictation Equipment. Senator Lamb requested the addition of Flex Cal as 6e. The motion passed unanimously with the amendment of 7f and the additions of 7h and 6e.

4. Approval of Minutes – August 14, 2007

Academic Senate Meeting; Joint Meeting with Academic Senate and Educational Administrators
Motion to Approve – Senator Florence; M/S/P – Unanimous

5. President's Report – Gail Kropp

a. News, communications from ASCCC

- 9/11: Email from Jen Davies regarding Basic Skills Regional Meeting at Diablo Valley College on Friday, 9/21. Basic Skills Coordinator Josh Stein is seeking Solano faculty and administrators who can attend. Faculty with reassigned time for basic skills should make this a priority.
- 9/07: Received copy of invoice from ASCCC for SCC 2007-2008 dues in amount of \$1960.42. Will confirm with Interim Superintendent/President Fisher in our next meeting that dues have been paid.
- 9/05: Received announcement (forwarded to senators earlier today) from Julie Adams, Executive Director, ASCCC, regarding institutes the Academic Senate will host this year. Also forwarded to Career Tech dean, Senator Nordin, CTE faculty who have expressed interest in Career Tech institutes in particular. Robin Arie-Donch has inquired whether the Senate would consider sending SCC faculty to the first-ever teaching institute

devoted to counseling faculty (Feb 2008). Senate will need to discuss allocation of Senate funds for attendance at ASCCC institutes, plenary, etc. in 2007-08.

- 8/29: Received and forwarded to senators earlier today the *President's Update* with information on 2007-08 budget, Title 5 curricular changes, standalone course approval, Distance Education separate course review, noncredit instruction, and assessment review. *Update* also forwarded to Interim Vice President Academic Affairs Rosengren, CTA President White. Senators: do you believe it would be valuable (or a waste of inbox space) to forward the *Update* to the entire faculty? (It is also easily accessible on the ASCCC website.)

Comments/Questions: Senator Florence responded to #1-8/29 by suggesting polling our divisions to see what they want. Senator Lamb stated that each Senator should send reports with comments. President Kropp agreed that each Senator would distribute the documents with their comments.

b. News, communications from Chancellor's Office

- 9/10: Received email from Dr. Robert Gabriner, Vice Chancellor, Institutional Advancement, City College of SF, with report on the findings from 12 colleges that piloted the institutional self-assessment tool on effective practices in basic skills. The study of the pilot colleges was conducted from February through June 2007 by the Center for Student Success of the RP Group. In addition to the findings, the report also contains a *Tips and How To* section for colleges that will be working on their self-assessment this academic year. Further information about the basic skills initiative can be found at the BSI website: www.cccbsi.org. Dr. Gabriner's email forwarded to Basic Skills Coordinator Josh Stein, who will share it with SCC basic skills developers and committee members as appropriate.
- 9/06: Announcement from Ron Owens, Chancellor's Office, regarding September meeting of Board of Governors. Email contains links to the agenda and live broadcast of meeting. Senators: is this information you would like Mary to forward to you automatically in the future?

Comments/Questions: Senators response was a unanimous "no".

- 8/30: Collection of recent education articles provided by Chancellor's Office. Forwarded to senators earlier today.

c. SCC news, communications

- 9/12: Interim Vice President Student Services Lisa Waits will report on student complaints and discipline cases which came before the vice president's office during 2006-07 academic year at October 1 or 15 meeting of Senate. Student Services has requested another electronic copy of the academic integrity policy approved by the Senate in 2005; Interim Vice President Waits and Academic Senate President will determine if policy needs to go before Shared Governance Council for approval.

Comments/Questions: President Kropp noted that it would be appropriate to schedule the report during the Joint Meeting with the Deans.

- 9/11: Vice President of Technology Jay Field will be reconvening hiring committee for Vice President of Academic Affairs. Closing date for Vice President of Academic Affairs position is October 30, 2007.
- 9/05: Discussion with Interim Vice President of Academic Affairs Rosengren and Fine and Applied Arts Dean Rota resolved questions surrounding single course equivalency; Ed Code, ASCCC, and legal finding from Chancellor's Office expressly forbid.

d. Meetings with Interim Vice President Academic Affairs

The Office of Academic Affairs has scheduled regular, bi-monthly joint meetings (second and fourth Mondays) with Academic Senate President Kropp and CTA President White.

- 9/10: Discussed the status of the Accreditation Report due October 15 (copy sent out to entire campus via email 9/14); status of staff development funds; accountability for reassigned time; and Senate 07/08 goal regarding academic integrity. Of particular concern

to all parties is accountability for reassigned time; faculty members receiving reassigned time should be prepared to document at least 8 hours of work on task per week per 20% reassigned time. Faculty should be expected to attend all scheduled meetings relevant to task for which they have received reassigned time; submit regular progress reports; produce a finished product at conclusion of semester/academic year (e.g., a Summer bridge or tutor training program); complete all assessment in respective division and document Flex division workshops on assessment (for SLO trainers); etc. The Interim Superintendent/President and members of the Governing Board are looking very closely at this expenditure of District resources; it is incumbent on all faculty members receiving reassigned time to honor their commitments, and the Senate -- which has requested most of the reassigned time positions -- is obliged to monitor it.

e. Meetings with Interim Superintendent-President

The Superintendent-President will be holding monthly meetings with the 4 presidents, CSEA (Cynthia Simon), Local 39 (Jeff Lehfeltdt), CTA (Diane White), Academic Senate (Gail Kropp). No meetings have occurred yet due to preparations for Vallejo Center opening. In addition, Interim Superintendent/President Fisher and Academic Senate President Kropp will schedule monthly one-on-one meetings.

f. FABPAC

Meeting once a month during fall semester, first Wednesdays.

- 9/05: Discussed state budget update and questions submitted by faculty members at May meeting to Vice President Brewington; Vice President Brewington's response will be forwarded to senators.

g. SGC (Shared Governance Council)

Meeting dates 2007-08: September 12 and 26, October 10 and 24, November 14 and 28, December 12, January 23, February 13 and 27, March 12, April 9 and 23, May 14.

- 9/12: Discussed board policies up for review 2007-08, human resources (4000 series) and business and fiscal (3000 series). All polices are on the web, so entire campus can view them.
- Discussed proposed new board policy, Animals on Campus (#1080) – Senators will receive copy at Monday's meeting; listed as an Information/Discussion item.
- Reviewed 9/19 Board agenda, noting closed session at beginning of meeting, item 5a, Public Employment, Superintendent-President.
- During area reports Interim Vice President Student Services Lisa Waits informed the Council that there will be several changes to the schedule due to Banner; therefore, Student Services will be making changes in directions, procedures, and presentation. Dr. Waits also announced that the Enrollment Management/Retention Committee would meet Friday, 9/14, at 10:30, to determine what the committee's charge should be, what the membership should be, and whether it should include the student success committee. Dr. Waits also reported that the PIO hiring committee will be interviewing candidates the week of September 17th. (Faculty representatives on this committee are Tonmar Johnson and Lisa Giambastiani.)

6. Reports –

a. Academic Affairs – Kathy Rosengren

- Ms. Rosengren will give her report under Information Item 7a.

b. Curriculum – Erin Farmer

- No report.

Ms. Farmer requested doing a joint Academic Senate and Curriculum Committee meeting to preview Curricunet software. President Kropp stated that timing is of the essence and would like to schedule the soonest date that would work for all.

c. Distance Education – Sarah Nordin

- Senator Nordin stated the DE committee established three (3) faculty subcommittees – (1) to determine our definition of a hybrid course; (2) to get distance education finals listed in the final exam schedule; (3) to bring back previews via templates.
- The DE committee will start a faculty mentorship program for setting up online courses. Ms. Nordin noted that she provides instruction to new Distance Education faculty when she creates their course shells; additional faculty training/mentorship should follow.

Comments/Questions: Ms. Farmer asked if the committee’s goal to define hybrid courses is in response to the Title V requirement for regular contact; Ms. Nordin answered in the affirmative, and added that the State Academic Senate provides only guidelines with regard to hybrid online. Faculty must advise in their course schedule when students are expected to come in, in person, because students from out of state must know in advance whether, for example, they must come on campus for an orientation and a final. Ms. Rosengren pointed out that we have to take into consideration the new contractual situation with hybrid and on-line; for contractual purposes, any hybrid course that meets less than 50% in person will be counted as online.

d. Treasurer – Susanna Crawford

- Senator Crawford distributed a copy of the Senate’s Wells Fargo Checking/Savings Account History as of 9/12/07, which shows a balance of \$6839.80.
- Distinguished Faculty Awards were given in spring, with corresponding award monies (\$250.00 to each recipient) disbursed in August and September.

Comments/Questions: President Kropp reminded Senator Crawford that we still need to give a monetary award (should be the same amount as a faculty award) to Exceptional Service honoree Rob Simas.

e. Flex Cal – Jeffrey Lamb

- Tentatively working with the theme for this coming Flex Cal – Academic Integrity Phase II, to line up with the same Senate objective.
- Spoke with Michael Wyly who worked on Academic Integrity Phase I. He pointed out that having Flex Cal Academic Integrity Phase II does not make sense without fully completing Phase I.
- Requesting the Senate’s input on that as a topic
- Looking for a keynote speaker; someone that through their life and works exudes integrity, someone who would inspire.

President Kropp introduced the Dean of Humanities, Philip Andreini.

7. Information / Discussion Items -

a. Accreditation Update: October 15, 2007 Progress Report – Kathy Rosengren

- Completing the Progress Report for the Accrediting Commission; report is due October 15, 2007.
- Last year we reported on eight recommendations. Evidence of progress in five areas was accepted as sufficient; however, three areas required an additional report back to the Accreditation Commission: (1) Recommendation #6 entails staffing concerns, principally the preponderance of interim positions at high levels. (2) Recommendation #7 addresses the issue of fiscal integrity and stability. They are very concerned about SCC’s debt commitments, particularly our planning for retiree benefits. (3) Recommendation #8 cites the problems with the Board of Trustee’s management of college affairs.
- Ms. Rosengren has put together a first-draft narrative regarding these three items for review. The Executive Council did approve it in draft form this morning to go forward throughout the College.

Comments/Questions: Regarding the staffing situation, Ms. Rosengren believed that a new Superintendent/President might be named the following evening at the Board meeting. She

added that, though she initially doubted that much improvement could be made in this area between June and now, she was pleased that some progress may be reported to the Commission; namely, a new Dean of Humanities and two permanent members of the Executive Council; also, the positions for Vice President of Academic Affairs and Vice President of Student Services are now advertised with a closing date of October 30, 2007. We formed a hiring committee for the Fiscal Services Officer. We are also now interviewing for the new Public Information Officer. These are administrative positions that we will be expecting to have filled this fall. The Accreditation Commission will see that a huge effort has been made in those areas. Regarding the fiscal planning issue, Ms. Rosengren stated that she was confident in our fiscal situation as spelled out by Vice President Mazie Brewington. Ms. Rosengren concluded that the Board has also made progress, having passed a resolution to delegate the running of the College to the president. They will also have a workshop each year on this issue, facilitated by an outside source, along with a self-evaluation every three months. Any report information should be forwarded to Ms. Rosengren right away, given the short timeline: the report is going to SGC next week, then to FABPAC on 10/3/07 with a Board vote the same night. President Kropp wanted to know if it would be appropriate to have the Senate vote to endorse it, perhaps as an action item at the October 1, 2007 Senate meeting. Ms. Rosengren was in agreement with this action by the Academic Senate. President Kropp stated that it will be on the Agenda.

President Kropp introduced Jay Field Vice President of Technology & Learning Resources, Catherine Fites Dean of Admissions and Records, and Tracy Schneider Learning Outcomes Assessments Coordinator.

b. BANNER/ERP Update – Jay Field

- Philosophy regarding use of BANNER: to improve how we do things at the college, to have better tools to gather better information, and to exercise better business processes.
- SCC needs will drive BANNER use, not the other way around.
- Students will get email accounts, internal to the college; they will not be able to email off-campus. Students can access their SCC email account from any place in the world.
- Faculty will be able to submit grades from home; grades may be submitted through BANNER starting the summer '08 semester.
- BANNER will be self-service, which will be role-defined; faculty and staff will have access appropriate to their role at SCC. There are many possibilities regarding breadth of access; the College – not BANNER – must determine what changes may be made, by whom. A separate group must resolve such issues as whether faculty will have access to student information.
- Faculty training with a limited BANNER system should start with Flex Cal in spring semester. Further additions, including “single sign-on,” are not yet built into the system. The training lab by the Library entrance has been completely taken over by BANNER, and will continue to be used exclusively for faculty training. Looking for input regarding faculty training.
- BANNER will help Rob Simas to obtain data that he is currently unable to get.

Comments/Questions: In response to Senate questions, Mr. Field distributed a handout with a proposal to establish a faculty advisory team. This team would have two-fold responsibilities: (1) to open communication to keep everyone informed and (2) to open discussion about issues and capabilities related to BANNER as it is being set up for faculty. President Kropp asked Senators for their thoughts on the proposal. She noted that she will follow standard procedures for appointing the five faculty members to the advisory team, and will send out a school-wide email. Mr. Field pointed out that technical skills are not a requirement for this team. Dean Fites stated that the committee will be moving quickly, and should meet every other week. Mr. Field stated that we are three months from financial, HR, and payroll systems from going live, and March 31, 2008 begins BANNER registration. Following discussion of a suitable time for the advisory team meeting, the Senate agreed with Mr. Field's suggestion to hold the meetings on the 2nd or 4th Monday from 3:00 to 4:00 p.m. Senator Lamb asked how BANNER would interface

with, or act in place of, eCompanion shells; Mr. Field replied that BANNER offers some limited eCollege features, but that the advisory team should address this issue.

- c. SLOs Trainers' Proposal regarding Assessment Procedures and Timeline – Tracy Schneider
- Passed out revised, more detailed timeline in lieu of timeline presented May 14, 2007. Adjusted here is the point at which each division enters the four-year assessment cycle; following two pilot years, Year 1 begins in '09-10.
 - The assessment cycle is driven by program review; program review concludes the four-year cycle, and effectively closes the assessment loop.

President Kropp referred everyone to the May 14, 2007 Academic Senate meeting, at which the Pilot program timeline was distributed and discussed.

- Ms. Schneider outlined the assessment process within divisions: Faculty acting as a one-person department would team up with others in division. Both inter- and intra-departmental discussion would be beneficial. A note-taker will record discussion points, and recommendations stemming from the flex assessment workshops.

Comments/Questions: President Kropp requested that Ms. Schneider update the original document sent May 14, 2007 to reflect the changes in division assessment schedules, so that the document posted on the Senate web page reflects what has been approved.

Ms. Schneider reported that they have generated an SLOs webpage which is accessible on the intranet. She also reported the percentage of completed SLOs of all courses in the catalogue for each division, according to data from Office of Research and Planning: Business & Comp. Science 76%, Career Tech 41%, Counseling & DSP 43%, Fine Applied Arts & Behavior Sciences 37%, Humanities 88%, Math & Science 86%, PE & Athletics 79%, Special Services-Tutoring, Tech & Library 0%, General Education courses 70%

d. Staff Development Funds – President Kropp

- Total amount designated for faculty, staff and administration - \$54,285.
- According to SCC Human Resources Development Plan distribution of funds is as follows: Classified Staff 22.5%, Managers/Supervisors, Confidential 15% and Faculty 62.5%
- Faculty share is \$33,928.
- In the past, Academic Senate established the distribution as: 80% of faculty's 62.5% for conferences administered through the divisions and 20% for mini grants.

Comments/Questions: President Kropp – we need to decide what we are to do with the \$33,928 and how to access it. We received on March 20, 2006 mini grant materials that can be used by Senators Parrish and Conrad who are prepared to meet as a subcommittee to create a proposal regarding disbursement procedures for the mini-grant portion of the funds as well as calculating each division's conference allotment. Given limited input from constituents, Senate expressed a general consensus for the 80/20 split.

e. Academic Senate Goals 2007-2008

- Academic Integrity Phase II

Comments/Questions: Phase I was discussed: President Kropp related former Senator Michael Wyly's concern that the policy be passed, distributed, and put to use. Senator Blair stated that as a member of the Phase I group, she can certify that it is available to be viewed and described it as a statement stipulating honest student conduct. It includes the mechanism by which suspected violations should be addressed, and the levels of the process.

- Senate Goals: Senators agreed to work on various sections as follows: Goal I (Academic Integrity) Senators Blair, Lamb and Ms. Farmer; Goal II (Basic Skills) Senators Fuller and Crawford; Goal III (Senate Organization) Senator Conrad and President Kropp; Goal IV (Enrollment Management) Senators Watkins, Nordin and McDermott; Goal V (Noncredit Instruction) Senator Florence and Ms. Farmer.

f. Math Requirement Implementation – Susanna Crawford

- Need Academic Senate to agree that this will be a discussion item on the Agenda at the next meeting.
- Bring comments, ideas, etc., from divisions on math requirements.

Comments/Questions: President Kropp – It should be an Information/Discussion Item. Senator Crawford should talk to Senator Arie-Donch before this the next meeting because she has stated that Math and Counseling should try working together on this. We need to be voting in about two meetings on our local timeline for implementation.

- We have agreed to have the Articulation issues that Senator Arie-Donch wanted to bring forth on our next agenda and we will revisit the Senate goals.

g. New Board Policy re: Animals on Campus (Policy #1080)

- Policy presented at SGC meeting; presentation by Dean Myer, Police Chief Dawson, and Director of Facilities Frank Kitchens who covered problems related to animals on campus

Comments/Questions: President Kropp stated that this policy is not in force yet, and it is before the Senate for discussion. Discussion of “service dog” exemption: Senator Nordin asked if such a dog must be acting in service to be exempt. Senator Crawford expressed concern that any restriction of service animals might be in violation of ADA. Less severe policy options were discussed to curb problem issues, including fouling of P.E. areas by walked dogs, disruptive noises, etc. Ms. Farmer offered examples of less severe policies at other colleges. President Kropp stated that she will suggest to SGC that we might consider a milder policy, and will submit these other policies for SGC to consider.

h. Dictation Equipment

- New Dictaphone/dictation equipment is now needed
- Academic Senate has authorized this purchase.

Comments/Questions: President Kropp – I think this was already voted on as an Action Item last year, but Mary will check the minutes to make sure.

8. Action Items

a. Approval of Trainers’ Assessment Proposal and Timeline

- Motion to Approve: Senator Crawford; M/S/P – unanimous

9. Announcements

- None

10. Adjournment –

- Motion to Adjourn – Senator Watkins; M/S/P – Unanimous
- Meeting adjourned at 5:00 p.m.