



ACADEMIC SENATE

ADOPTED MINUTES

May 19, 2008
Board Room 626
1:00-3:00 p.m.

1. Call to Order

President Kropp called the meeting to order at 1:10 pm

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, Mike Goodwin, Lou McDermott, Rennee Moore, John Nagle, Jackie Rock, Thom Watkins
Absent/Excused: Emily Blair, Carl Ogden, Jackie Rock

Others Present:

Senate Administrative Assistant Mary Swayne

Business & Computer Science-Law/Management Richard Kleeberg

Vice President Technology Services and Support Jay Field

Vice President Student Services Lisa Waits

3. Approval of Agenda – May 19, 2008

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

4. Approval of Minutes – May 5, 2008

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

5. Reports

a. President's Report – Gail Kropp

- May 13, 2008 - Attended the Chancellor's Circle Luncheon at Folsom Lake College with Superintendent/President Fisher. Major topics: Bernard Ocher Foundation grant to community colleges. Little information available regarding the May revise; however, State Senate President Lieu stated it would not be as painful for the community colleges as previously thought. Will affect minimal qualifications; no single course equivalencies allowed at community colleges.
 - No meetings with Vice President Academic Affairs Steinback – sent her an email regarding the Basic Skills report. Requested a meeting for the opportunity to read and review the report, to ascertain what the implementations are for our Basic Skills plan prior to the President's signing.
 - May 16, 2008 – Vice President/President Elect Lamb and President Kropp met with Vice President of Student Services. Topics included changes made in the catalog regarding academic regulations, academic petitions, and council policy procedures (mostly cosmetic
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changes). Will be moving language from the Student Handbook on Academic Petitions to the catalog. The policy, procedures, and the Student Handbook language will all be in one (1) consolidated place.

- The Academic Integrity Policy will also be in the catalog going forward. It is on the Library website and a portion is in the schedule of classes.
- Sent an email memo to Human Resources and Fiscal Services requesting that the Faculty Staff Development funds be disbursed to the respective managers. The amount to be disbursed, number of faculty members in the division should be shown, with the understanding that each faculty member has the right to that amount of money, and the faculty members can make agreements among themselves to pool their funds. The President reported that she has not received a reply or an acknowledgement of receiving the email.

b. Curriculum Committee; Distant Education; Flex Cal, Study Abroad –

- Reports made at May 5, 2008 meeting and nothing new at this time

c. Vice President's Report – Jeffrey Lamb

- Senate election – running smoothly; however it seems that the ballots are being sent everywhere except the official ballot box in the Library

Comments/Questions: Senator Watkins – received comments on instructions being sent separately via email. The instructions and the ballots should be sent together in the envelope. Other senators voiced similar concerns about clarity of voting procedures. It was suggested that the Senate elections should be conducted the same as the union elections, in which instructions and due date are included in one envelope. Vice President Lamb recommended that the paper process be eliminated by voting online in the future. We would go to vote.com or zoomerang.com to do this; both are email-specific, in which you click your vote and send. The effort involved in producing paper ballots manually is not cost-effective or time-effective. Vice President Lamb offered thanks to Senator Goodwin for his help and to Anne Bevilacqua and Michael Wyly who helped stuff envelopes as well. The assistance of Senators is needed Friday, May 23rd with the final vote count in Room 902 around 12:30 pm.

d. Distinguished Faculty Award – Thomas Watkins

- Recipient selected; will be a surprise announcement at Graduation
- Selected recipient was a unanimous decision

6. Information / Discussion Items

a. BANNER: Faculty Interface– Jay Field, Richard Kleeberg

President Kropp referred to the email received from Richard Kleeberg and the Academic Senate minutes of May 5, 2008, recapping that Vice President Field and Dean Fites came to the Senate on September 17, 2007 asking for a faculty advisory team for BANNER system. An email was sent to All Faculty; responses were received, with additional solicitations for input; and we established a five-member team consisting of Mary Ann Haley (CTE), Svetlana Podkolzina (Math/Science), Jeanette McCarthy (Business/CIS), Isaias Jacobo (Humanities), and Richard Kleeberg (Business/CIS). The team was not entirely successful and the five members never appeared in the same room at the same time. There has been no update since the Senate meeting at which Dean Fites had presented the issue of priority enrollment. President Kropp noted that she had assumed this absence of updates had occurred because student, rather than faculty, interface was at the forefront of the discussion. We are now clearly at the point where faculty interface is important. Mr. Kleeberg's email is quite timely and we will discuss the issues that he

raised and hear Vice President Field's perspective. We will also figure out how we can get faculty input in order for the BANNER system to work for us all.

Vice President Field addressed the following:

- Banner training schedule emails sent to the faculty; a total of nine (9) hours Banner training this week; May 19th at 4:00 pm, May 20th 4:00 pm and 5:00 pm to accommodate adjuncts
- Distance Education committee – the student email process will remain the same as last semester.
- The goal for SCC was to bring in a system that would be accessible through a major portal and be a role-based system. The portal would function as the main communication point, with and for the students, faculty, and staff. It will offer students an official campus-only email and a calendar.

Vice President Field provided a synopsis of how the faculty and staff email process would work.

- System access: There is 24/7 support for eCollege. SCC will be able to trim system downtime to two (2) hours each night
- Steering committee (a broad representative group that met on a weekly or semi-monthly basis until recently) made the decision that student email would be internal to the portal only
- BANNER facility: Course Studio, a limited e-College offering light-weight course management. The decision was made not to bring this in as SCC cannot offer support, due to lack of staff

Comments/Questions: The question of our present faculty email being switched to the portal was raised. Vice President Field replied that it is better to maintain separation of mySolano for faculty and Outlook email. Email sent from employees or faculty will seamlessly go to student email and vice versa. We want things to be successful for the students and consolidating all their emails at students@solano.edu in the portal is a big step towards enabling this. In regards to BANNER Course Studio, SCC made the decision that our online platform is eCollege. If an instructor needs to post materials they can sign-up for eCompanion. We would like to be at the point where eCollege utilizes students@solano.edu; then we can gateway between them. This would enable online students that are logged into the BANNER portal to access eCollege without logging into eCollege. We are interested in creating an eCompanion for every class which we have discussed with the Distance Education committee.

Mr. Richard Kleeberg presented the following points:

- Noted that there is no need to cover the points in the email; follow-up questions and comments on the points have been received
- Expressed disappointment in hearing Vice President Field refer to the BANNER Steering committee as though there was a faculty presence and faculty input. Mr. Kleeberg stated that for about eight (8) months he was the only faculty member at the meetings which ended over a year ago when the Steering committee changed meeting dates to Fridays at 9:00 am.
- The decisions, whether right or wrong, were made in a void, without faculty presence and consultation. Mr. Kleeberg expressed his concern that implementing Solano student email was a wrong decision, but now that it's done, it is now non-negotiable. Faculty was not a part of the decisions made for BANNER, the eCompanion and course WebPages.
- Mr. Kleeberg also presented his rebuttal to various points made by Vice President Field including the faculty not being involved in the discussions and decision process. He stated that the BANNER system is easier and faster than eCompanion. He stated that it was incredibly disappointing to see this massive amount of money and effort spent which is going backwards in what it offers the faculty.

- He agreed that every faculty member should have an eCompanion page, and added that faculty should be required to post a course syllabus.
- Mr. Kleeberg noted that he would not sit back and let anyone from administration create the impression that the faculty has been involved in the BANNER discussions. He added that if SCC does not have the staff to give support for what BANNER could offer, that should have been made public two or three years ago, and discussed in front of the Academic Senate at that time and during the last year.

Comments/Questions: Vice President Field responded that there is no difference logging into Gmail or logging into the portal; you go to a webpage to login to get your email, and the action one takes on the portal is the same. There is no reason why students cannot open another window, login to the BANNER portal and get their email. In regards to faculty representation on the Steering Committee, the group moved its meetings, and when Mr. Kleeberg could not attend, he could have asked another faculty member to do so, as the meetings were open.

President Kropp stated that there may have been confusion because there was the Steering Committee and supposedly the faculty special team that was constituted in the fall with five (5) faculty members. The fault is on the side of both the faculty and administration for not figuring it out. Discussion and comments continued on the topic. It was pointed out that other BANNER capabilities will be up and running in the future, such as the final student grades and the grade book. President Kropp stated that Mr. Kleeberg had raised the concern of lack of faculty input regarding what the College could and could not support. She asked Vice President Field whether, down the road in one to three years, SCC might decide we can spend more money on the faculty interface of BANNER that would allow us to use some of the features BANNER has to offer.

Vice President Field replied that SCC will need to answer this and other strategic questions. President Kropp asked what decisions, if any, are left to be made between now and August regarding BANNER faculty interface, and is there a point in trying to get people to go to meetings to make decisions? Vice President Field responded that he could not think of any imminent faculty-related decisions. The grade book is on our task list that we have not reached so far. Some previous input came from what Dean Fites wanted, because of the way faculty interfaced with admissions and records and other tasks the faculty would need to intersect with. Vice President Field suggested faculty take the summer and fall semesters to familiarize themselves with BANNER and to submit any suggestions to Technology Services and Support. The goal is to make life simple for our students and employees. Senator Moore noted that the Course Studio program should be discuss and assessed by the DE committee. The concern for training was raised and Vice President Field stated that BANNER training is an ongoing activity at SCC and will be offered at Flex Cal this fall on a non-required day. Vice President Lamb suggested that the summer faculty could act as an informal advisory group on BANNER, and asked whether Vice President Field would do a quick BANNER training for the Senate. President Kropp reiterated that there will be training at Flex Cal and early in the fall semester Vice President Field will come to the Senate and debrief where we are. The question voiced by Senator Conrad as to how responsive the administration will be to the needs requested by the faculty regarding BANNER needs to be addressed. Vice President Field responded by saying that the response would depend on the need.

b. Academic Freedom and Responsibility Statement – Joe Conrad and Rennee Moore

- AAUP Policy-1940 Statement on Professional Ethics; The Statement, Paragraph No. 3 was read by President Kropp.

President Kropp advised that this would be a good thing to have as part of our Academic Freedom and Responsibility Statement. It would not be reasonable for us to vote on Academic Freedom and Responsibility policy now. This is something that has to be thoroughly vetted with the faculty. This statement says a lot about who we think we are as people. We will be able to

state in the Accreditation Midterm report that we are working on it and we have evidence in the minutes, along with supporting documents, to reflect that work. This should be a high priority in the fall. We can create a small subcommittee on Academic Freedom and Responsibility Statement, using some of the AAUP items as the basis, and report to the Senate with a recommendation.

- Senator Moore cautioned that the creation of policy must be accompanied by procedures to follow it up. In conducting research, Senator Moore found that SCC has neither the policy nor the procedures on how to resolve an issue.
- Senator Conrad expressed his agreement with Senator Moore. He added that they had both thought that the Pasadena Policy was preferable, as opposed to reproducing AAUP, as it did go into specifics; it had a process and two (2) committees.
- A Senate committee could be setup, but Administration is a Board subcommittee technically, and we would not have the ability to set that up even if we wanted.
- Senators Moore and Conrad felt the Pasadena Policy may be the 'Cadillac' policy, which we may whittle down. We may address President Kropp's concerns with specific verbiage, referring to the general AAUP policy as an umbrella.

c. Proposed Revisions to Liberal Arts Degrees – Erin Farmer

- Curriculum Committee voted on the proposed alternatives to the Liberal Arts Degrees and they were accepted. They will go to the Board on May 21, 2008 and immediately to the State Systems Office for approval.
- We need to talk about procedures, criteria for adding courses to either degree; updating degrees will probably be done in the fall.
- Curriculum Committee tried to create two (2) majors that closely resembled those that have been approved and expediting the approval process now is our main goal.

Comments/Questions: Vice President Lamb noted that the University Studies Degree under Humanities does not show FREN and SPAN 011 and 012. Senator Arie-Donch replied that that was a typo, and not philosophically left out; if it is not too late, we can put that in. She also stated that every single course that was proposed to be added was considered. Nothing was summarily dismissed. The counselors spent hours and hours on every class that everyone proposed, looking at the recommendations, pulling up ASSIST, looking at what we had written in terms of the philosophy of each emphasis. Curriculum Committee is the gatekeeper of the degrees.

d. Accreditation Midterm Report – President Kropp

- Decision made that since the Vice President of Academic Affairs is very new to SCC, that former Interim Vice President Kathy Rosengren would be asked to return and head-up the writing team for the Accreditation Midterm Report. There would be a faculty member who would work with her, and Erin Farmer agreed to work on that over the summer.
- They will work closely with Vice President Steinback and Rob Simas, Director of Research and Planning.
- The timeline begins May 16th and ends on October 8th when the report will be mailed to Accreditation; it will be done a week early.
- The Accreditation schedule of tasks was presented.
- The goal is to have the draft of the report go out September 1st to SCC via the net
- Report will come before the Senate for final approval on September 15th; Shared Governance September 17th for approval, and October 1st to the Governing Board
- The Special Report responses will be folded into the Midterm Report

Comments/Questions: Concern was expressed regarding the appropriateness of the Accreditation Team having questioned whether the district could meet our needs for retiree healthcare expense. President Kropp responded that SCC had missed its window for protesting the

statement/question. We can try to deal with it in this report. It was noted that at the Community Colleges meeting that the statement was wrong and should not have been said. We should respond by noting that the statement is not something Accreditation should have talked about, that it was then used against us at the bargaining table, and use as evidence the faculty-generated discussions looking at costs for healthcare.

e. Faculty Concerns re District Decision not to Apply for DSP Grants

- Vice President Lamb and President Kropp met with Dean Waits
- Dr. Waits noted a group of faculty wanted to apply for DSP Grants; somehow they went to Superintendent/President Fisher without seeing her
- Superintendent/President Fisher stated that SCC does not have the time or personnel resources to shepherd through another grant; therefore we cannot consider this.
- President Kropp invited the people who had contacted her about this, to come and talk to the Senate if they were really concerned about it, or debrief their Senator on it. No responses were received and she considered this a moot point.

7. Action Items

a. Approval of LOAC and Trainers' Recommendation to Use Core 4 as SCC Institutional Goals

- Motion to Approve the Recommendation – Senator Moore; M/S/P – Unanimous

b. Adoption of Revised 4-Year Assessment Cycle

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

8. Action Reminders

- Senators should think of how to help the faculty writer on the Accreditation Midterm report
- The core teaching group this summer, who is working with BANNER for the 1st time, should be invited to come up with ideas to help faculty returning in the fall for a smooth transition to BANNER, and advise Vice President Field for inclusion in his BANNER orientation.
- Consider the strategy of formal paper proposals for implementation of ideas. For example: A written proposal is sent from the Distance Education Committee to the Senate; Senate looks at it and responds to the appropriate Vice Presidents regarding what concerns we would like to see addressed in BANNER. Then the Senate President makes an appointment with the Vice Presidents - Academic Affairs, Technology and if necessary the Superintendent/President to present the proposal.

9. Announcements

- None

10. Adjournment

- Motion to Adjourn – Senator McDermott; M/S/P – Unanimous
- Meeting Adjourned at 3:20 p.m.