



# ACADEMIC SENATE

## Approved Minutes

February 22, 2021

Meeting via Zoom

3:00 pm – 5:00 pm

<p><b>1. Call to Order</b></p>	<p>Academic Senate President LaNae Jaimez called the meeting to order at 3:01 pm.</p>
<p><b>2. Roll Call</b></p>	<p><b>Academic Senate Officers:</b> LaNae Jaimez (President), Josh Scott (Vice President), Erin Duane (Secretary/Treasurer, At-Large), and Michael Wyly (Past President/Ex-Officio)</p> <p><b>Academic Senate:</b> Andrew Wesley, Anthony Ayala, Erica Beam, Jose Cortes, Michael Reilly, Michelle Arce, Paul Hidy, Rachel Purdie, Randy Robertson, Rebecca LaCount, Robin Sytsma, and Vitalis Enemmuo</p> <p>Sheila Gorospe-Kaushal (Administrative Assistant)</p> <p><b>Ex Officio:</b> Andrew Wesley (Assessment Chair), Erica Beam (Distance Education Chair), Josh Scott (Student Success and Equity Chair), Michelle Smith (Professional Development/Flex Cal Chair), Rachel Purdie (Academic Program Review Chair), and Sarah Barsness (Curriculum/Tech Review Chair)</p> <p><b>Guests:</b> Celia Esposito-Noy (Superintendent-President) David Williams (Vice President of Academic Affairs), Shannon Cooper (Vice President of Student Services), Rob Diamond (Vice President of Finance and Administration), Peter “Tony” Zitko (Interim Associate Dean of External Program), and Atticus Frey</p> <p><b>Absent:</b> Jim Long and Teri Brunner</p>
<p><b>3. Agenda Approval</b></p>	<p>Senator Reilly motioned to approved the agenda of February 22, 2021 as presented. It was seconded by Senator Purdie. The agenda was approved unanimously.</p>
<p><b>4. Approval of Minutes</b></p>	<p>Senator Beam motioned to approve the minutes of February 1, 2021 as presented. It was seconded by Senator LaCount. Senator Hidy and Senator Arce abstained. The motion was approved by majority of the vote.</p>
<p><b>5. Comments from the Public</b></p>	<p>There were no comments from the public.</p>

*Members of the public may address the Senate on any item within the Senate's purview that is not on the agenda. The Senate will not take action on any issue raised during this section of the agenda since Senate action is limited to posted agenda items. At the Senate President's discretion, these matters may be referred to Senate Executive Board and/or placed on a future agenda. Speakers are asked to limit their comments to a maximum of three minutes.*

**6. AS President Update**

6.1 Hayward Award Winner

SCC Academic Senate acknowledged Peter "Tony" Zitko for winning 2021 [Hayward Award](#) (Area B).

6.2 Academic Senate Election

The Senators were reminded that the upcoming elections need to be completed by March 15, 2021 (see attached document). They are requested to provide this information no later than end of March 2021 (see attached document).

6.3 Guided Pathway Coordinator(s) Update

The Guided Pathways Steering Committee had a meeting the previous week where the following items were discussed: (a) a possibility of GP co-chairs, (b) job descriptions, (c) how GP is part of equity work at SCC, (d) discussed the need to institutionalization of GP, (e) the need of support from SCC Administration, (f) the ties between GP, ASTC, and FYE, and (g) the Scale of Adoption Assessment (SOAA) and notes from previous GP Coordinator Michael Wyly will be utilized to address this position's job responsibilities/duties. Also, GP Coordinator(s) will report under Shannon Cooper, Vice President of Student Services.

6.4 First Year Experience Update

AS President Jaimez announced that FYE Coordinator(s) positions will be discussed along with the GP Coordinator(s).

6.5 Faculty Mentor

AS President Jaimez will write a draft of Faculty Mentor job responsibilities and duties. Senator Purdie and Curriculum Chair Barsness will assist in creating this document. Once finalized, this topic will be added on the Senate agenda.

6.6 SESC and PD/Flex Cal Coordinators Update

Human Resources department has released job descriptions for SESC and PD /Flex Cal Coordinators.

6.7 ASSC Outcome Update

AS President Jaimez announced that she has scheduled a regular meeting with ASSC. During their last meeting, she communicated the Senate's commitment with ASSC. A Professional Development session for faculty will be organized, which will focus on different ways on how to create classroom policies. Alex Castaneda, AS President Jaimez and two SCC students will be leading a "Discord" session in March 2021 PD. ASSC is developing a peer mentor program and the Senate has committed to helping with a faculty-student component. AS President Jaimez explained that the efforts mentioned above will help develop

close/strong collaboration between students and faculties. Lastly, the students' feedback regarding SCC website application/social media has been forwarded to VP Williams.

#### 6.8 BOT Report

During the last Board of Trustee meeting, AS President shared the Senate's commitment with ASSC, announced that Andrew McGee has been nominated for 2021 Stanback-Stroud Diversity Award, and Peter "Tony" Zitko has received the 2021 Hayward Award (Area B).

#### 6.9 [CCC Webinar: Courageous Leadership Webinar Series \(Feb 18<sup>th</sup>, Mar 18<sup>th</sup>, April 15<sup>th</sup>, and May 20<sup>th</sup>\)](#)

These webinars are series of conversations that will focus on Diversity, Equity, and Inclusion (DEI) and anti-racism efforts on campuses.

#### 7. **Superintendent- President Report**

S/P Esposito-Noy announced that an email was released to all SCC employees, which addressed accusations pertaining to two Sergeants in Solano County Sherriff's Office. She had communicated her concerns to Lt. Collins. A small workgroup will be created to address/review different options on what creating a safe campus will resemble (i.e. with/without law enforcements).

She informed the Senators that K-12 has been discussing return to campus in April 2021. She will have a meeting with Fairfield-Suisun School District to discuss whether having ECHS on campus will be manageable and what plans will be enforced to follow OSHA policies (Occupational Safety and Health Administration). She specified that each county is handling vaccination processes differently (i.e. Oakland and Contra Costa counties have vaccinated teachers, primary care providers and mass vaccination/stand-alone clinics offer vaccinations, etc.).

The Administrators are currently reviewing processes on how to safely bring small groups of faculty/students/staff on campus. She announced that COVID testing equipment has been purchased and will have the ability to provide results within thirty minutes. S/P Esposito-Noy acknowledged Alison Aubert, Athletics/Kinesiology Faculty, for her great effort in researching this equipment and participation in trainings.

The Work Force Development Board has been in contact with S/P Esposito-Noy to discuss possible short term courses (e.g. CIS, Marketing, etc.), which could potentially be non-credit (three-week to five-week timeline), with the goal of helping small businesses by training their employees. Senators are requested to provide their input/ideas regarding what courses will benefit this group of students.

**8. VP of Academic Affairs Report**

In order to navigate shifting guidance provided by Solano Public Health, the Fall 2021 scheduling time line will be delayed. SCC Administrators are considering increasing the number of courses that will be offered in-person (e.g. labs, Ceramics, Theater, Music). VP Williams will be meeting with Local 39, CSEA, and Faculty Union to obtain feedback regarding the groups' interest in returning to work. Also, a student survey will be released to obtain more feedback regarding this proposal. VP Williams specified that SCC has a legal right to mandate wearing masks when faculty/students/staff are on campus.

Since safety measures have been included on class syllabi, PD/Flex Cal Chair Michelle Smith recommended we communicate the same information on Class Finder and class registration. Also, she requested that the mask requirement be included in writing to let students know about this policy.

VP Williams announced that the College's midterm report for Accreditation will be due on October 15, 2021. The College Governance Committee will be asked to be part of this Accreditation Steering Committee. The midterm report is more of a technical document addressing recommendations from the visit and is not as extensive as the institutional self-evaluation report.

**9. VP of Student Services Report**

VP Cooper expressed her appreciation to AS President Jaimez for providing GPSC update. The next GPSC meeting is scheduled on March 5, 2021 and Senators/faculty are invited to attend.

She announced that Tassel Software is a comprehensive platform that will help GPSC work on program mapping, curriculum system, synchronization, and program validation. Irving Chin, a Tassel representative, will join the Senate meeting next week to present more detailed information about this software.

VP Cooper has requested the Chancellor's Office a deadline extension on Scale of Adoption Assessment (SOAR), which is due March 1, 2021. She will provide an update once available.

She received a proposal a chat bots online proposal (e.g. available 24 hours, multi-lingual). This project will be reviewed by S/P Esposito-Noy, VP Williams, and VP Diamond and an update will be provided to Senators once the finalized.

SCC has signed a partnership with Farm Fresh To You and will deliver fresh fruits and vegetable to students. Also, SCC Food Bank will offer these items every second Thursday of the month. Lastly, VP Cooper acknowledged Dean Lewis' very successful effort in delivering food bags to students.

**10. Consent Agenda –  
Action Item**

10.1 SCPG Workgroup: Josh

Scott and Rebecca LaCount

10.2 Faculty Peer Reviewers

(Counseling): Kimberly

Coulter and Jocelyn

Mouton

**11. Action Items, Including  
Items Removed from  
Consent**

11.1 Master Schedule

Update

**12. Information/Discussion  
Items**

12.1 SCC Budget Update

12.2 Textbooks

Senator Ayala motioned to approve items 10.1 and 10.2. It was seconded by AS Vice President Scott. The motion was approved unanimously.

Due to lack of time, this item was not reviewed and will be added on the next Senate agenda.

VP Diamond gave an update on the budget. He shared information from the Student Centered Success Formula reported (see attached document) that we need to improve our student success metrics or face reduced funding.

AS President Jaimez explained that this item is added on the agenda to review textbook cost and its impact on students, which is an equity issue. Senators are asked to provide recommendations/suggestions to faculty on how to provide low/no cost textbooks to students.

VP Williams recommended creating a guidance document regarding the high cost of textbooks and provided the following information: (a) the zero-cost textbook icon is available on class finder, (b) courses with zero textbook cost have the tendency to quickly reach full capacity, and (c) we could look to create a low cost guarantee icon. This is an equity issue for our students that requires us to act.

SCC Librarian/OER Liaison Atticus Frey explained that as SCC move to online courses, demands of electronic textbooks (eBooks) increased. He stated that the current trend is offering stipend incentive for faculty if they are interested adopting OER. Berkeley City College has AB798 left funding, which they are utilizing to create a stipend program; however, it's a twenty-two steps. SCC will need to determine what funding resource to utilize and which committee will be in charge of reviewing/approving fund requests. He foresees possibility of a hybrid option where a small budget could be allocated; once successful, SCC will apply for AB798 OER full funding.

The Senate had a detailed discussion regarding this topic: (a) how this process could be intimidating/complicated especially to adjunct faculty and because of presented COVID circumstance, (b) other resources that

faculties are not aware of, (c) other departments are utilizing OER resource but some of them believe that it's unsatisfactory, (d) the library has CARES Act funds, which they utilized to purchase eBooks (e.g. Political Science textbook/required book) and unlimited number of students have access to it, (e) [VitalSource](#) and UC David created a partnership where all of the books are available through paid subscription by students during registration and different spectrums available, (f) some students expect to use hard copy book not eBooks, (g) educating faculty to know what their rights are in terms of putting their materials on Canvas without violating copy right law (i.e. time and number/which students are allowed to view it), (h) possible subscription fee increase and rental only option, (i) limitations on how long students have access to eBooks, (j) how to decrease negative effects of textbook costs by looking at active ways to address the issues (i.e. agreement that a textbook will be used for 4 semesters, CTE program fund usage), and (k) AB798 will require an approved Senate resolution committing the campus low cost and high quality OER.

AS Vice President/SESC Chair Josh Scott informed the Senators that this topic will be discussed during their next committee meeting on February 26, 2021 (e.g. adjunct faculty textbook issues, workload, scheduling/timeline involved, department/division discussions, institutional commitment, etc.).

12.3 2021-2022 AS Meeting Calendar

Due to lack of time, this item was not reviewed and will be added on the next Senate agenda.

12.4 Commitment to Anti-Racist Practices and Equity in Education

Due to lack of time, this item was not reviewed and will be added on the next Senate agenda.

### **13. Reports**

13.1 Student Equity and Success Council

SESC Chair Scott provided the following updates: (a) he will not be applying for SESC Chair position (30% release) and encouraged faculty who are interested to apply, (b) will review textbook issue next committee meeting, (c) a draft of student climate survey will be available soon, (d) student equity achievement plan will be on the committee agenda, (e) will review potential issues in GP and FYE Coordinators.

13.2 Assessment Committee

Assessment Chair/Senator Wesley announced that a session has been scheduled during March 2021 PD on how to complete SLOs. He will contact eLumen to inquire why past Assessments documents are not accessible. There will be scheduled Zoom meetings to accommodate and assist faculties who needs assistance in completing their SLOs.

	AS President Jaimez will reach out to Dean Connor as Assessment Committee needs a representative from the Counseling department.
13.3 Distance Education	DE Chair/Senator Beam announced that DE mentors have been working on course approvals. VP Williams and Deans will be engaged as needed where faculty participation in the process is lacking and needed. She will host a “PlayPosit – Creating Interactive Videos on Canvas” session during March 2021 PD. Also, the “NameCoach” has been activated in Canvas shells for all faculty and students. Lastly, she would like the Senators to discuss the idea of potentially paying part-time faculties for their hard work on committees. AS President Jaimez confirmed that she has started this conversation with VP Williams. Once finalized, this information will be shared with Senators.
13.4 Professional Development/Flex Cal	<p>PD/Flex Cal Chair Michelle Smith shared a draft of March 2021 PD schedule. SCC students has requested creation of “Share, Learn &amp; Practice Class Norm” and “Discord” sessions. If interested in co-hosting these events, send an email to <a href="mailto:pdfc@solano.edu">pdfc@solano.edu</a>. A draft of this schedule will be sent to presenters as soon as possible for review.</p> <p>PDFC Committee is actively planning for the Professional Development days on March 17-18th. Human Resources is kindly offering a session about benefits on the Wednesday (Mar 17) from 1-2:50pm. Please submit any questions you have about benefits via <a href="#">this survey</a> by March 10<sup>th</sup></p> <p>PDFC Committee also continues to work on the integration of our new professional development system: Cornerstone OnDemand. We plan to hold an informational session on the Wednesday (Mar 18) from 3-3:50pm. We hope to give you a sneak peek at this amazing system!</p>
<b>14. Other Committees</b>	There were no items in this section.
<b>15. Upcoming Items and/or Action Reminder</b>	<p>15.01 Academic Program Review – Rachel Purdie (1st meeting of the month)</p> <p>15.02 Student Equity and Success Council – Joshua Scott (1<sup>st</sup> meeting of the month)</p> <p>15.03 Curriculum/Tech Review – Sarah Barsness (1<sup>st</sup> meeting of the month)</p> <p>15.04 Assessment Committee – Andrew Wesley (2<sup>nd</sup> meeting of the month)</p> <p>15.05 Distance Education – Erica Beam (2<sup>nd</sup> meeting of the month)</p> <p>15.06 Professional Development/Flex Cal – Michelle Smith (2<sup>nd</sup> meeting of the month)</p> <p>15.07 Guided Pathways Steering Committee – TBD (1<sup>st</sup> meeting of the month)</p> <p>15.08 Faculty Hiring Prioritization Task Force</p>

15.09 Work Group Assigned to Review Severely Impacted Programs by COVID19

15.10 Local GE Task Force

**16. Adjournment**

Senator Hidy motioned to adjourn the meeting. It was seconded by Senator Reilly. The meeting adjourned at 4:56 pm.

**ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE HONEYCHURCH OR VIA ZOOM UNLESS OTHERWISE NOTED.**

March 1, 2021

March 15, 2021

April 12, 2021

April 19, 2021

May 3, 2021

May 10, 2021 (Tentative)

**Documents Reviewed**

1. SCC Academic Senate Roster
2. Comparison of Solano SCFF Student Success Metrics to State Average
3. PD/Flex Committee Update