



# ACADEMIC SENATE

## MINUTES

November 22, 2021

Meeting via Zoom

3:00 pm – 5:00 pm

### 1. Call to Order/Land Acknowledgement

Academic Senate President, LaNae Jaimez called the meeting to order at 3:03pm.

Erica Beam read the Land Acknowledgement Statement.

### 2. Roll Call

#### **Academic Senate Officers:**

LaNae Jaimez (President)

Josh Scott (Vice President)

Erin Duane (Secretary/Treasurer, At-Large)

#### **Academic Senate**

Andrew Wesley

Anthony Ayala

Erica Beam

Jim Long

Jose Cortes

Lauren Taylor-Hill

Michael Reilly

Randy Robertson

Rachel Purdie

Rhuenette Alums

Rebecca LaCount

Vitalis Enemmuo

Robin Sytsma

#### **Ex Officio:**

Andrew Wesley (Assessment Chair)

Erica Beam (Distance Education Chair)

Rachel Purdie (Academic Program Review Chair)

Sarah Barsness (Curriculum/Tech Review Chair)

Heather Watson-Perez (Student Success and Equity Chair)

Michelle Smith (Professional Development/Flex Cal Chair)

#### **Guests:**

David Williams (Vice President of Academic Affairs)

#### **Absent:**

Michael Wyly (Past President/Ex-Officio)

Paul Hidy

Christina Taliaferro (Administrative Assistant)

### 3. Agenda Approval

Jim Long motioned to approve the November 22, 2021 agenda; Tony Ayala seconded the motion; motion carried.

	<p>The following changes to the agenda were proposed by AS President Jaimez:</p> <ul style="list-style-type: none"> <li>• Item 11.1 moved before the AS President Update</li> <li>• Item 11.5 moved from Action to Discussion (Item 12.1)</li> <li>• Removal of item 12.1</li> <li>• Removal of item 12.3</li> </ul>
<p><b>4. Approval of Minutes</b></p>	<p>Erica Beam motioned to approve the November 8, 2021 minutes; Jim Long seconded the motion; motion carried.</p>
<p><b>5. Comments from the Public</b></p>	<p>Senator Taylor-Hill gave an update about moving into the new library building from the ASTC perspective. The building is approximately 85% completed, and the ASTC is scheduled to be moved in by early Spring.</p>
<p><b>6. AS President Update</b></p>	<p>VP Williams made everyone aware of a scheduled major power shut down during the break (December 26 to early January). There will be no access to email, websites, etc. Canvas will not be affected.</p> <p><b><i>AS President LaNae Jaimez</i></b></p> <p><b><i>6.1 Thursday, January 13<sup>th</sup> afternoon Senate meeting</i></b> Discussions are on-going, but there will a senate meeting with administrators. In addition, following that meeting, there will be training for committee members during this time. HR will available to answer questions.</p> <p><b><i>6.2 Computer Information Science Position</i></b> This will be a tenure-track position per follow-up with S/P Esposito-Noy by VP Williams. This is also true for the 3 counseling positions.</p> <p><b><i>6.3 Evaluation of the Hiring Prioritization Process – Feedback</i></b> In early spring, a taskforce will be created to evaluate the hiring prioritization process. Also considered will be ways to provide feedback to the programs that were not prioritized.</p> <p><b><i>6.4 Senate Subcommittee Agendas/Minutes</i></b> Some senate subcommittees are missing agendas and minutes. Committees are asked to gather these and look for prompts from Christina (Admin) so that these can get posted for our accreditation.</p> <p><b><i>6.5 Calendar Committee</i></b> This committee is planning to reconvene in the spring. The AS has 2 appointments. One is Professional Development Coordinator, Michelle Smith. If anyone is interested in participating, please contact AS President Jaimez by Friday, December 3<sup>rd</sup>.</p> <p><b><i>6.6 Senate elections in the spring</i></b> Senate elections will occur in the spring. This year a new AS President</p>

	<p>and AS Vice President will be elected. In addition, the schools will elect half of their representation. AS Vice President Josh Scott is planning to run for AS President, but he wants others to be comfortable to run as well. Michael Wyly will be in charge of the upcoming election. Descriptions of the positions can be found in the AS constitution.</p> <p><i>6.7 DE Coordinator/task force</i> An interim DE coordinator position will hopefully be posted by Monday or Tuesday of next week. This position is for the spring and will have reduced responsibilities. In addition, there will be a taskforce made up of union and senate volunteers to set up a model for the teaching and learning center. This taskforce will include the sub-committee chairs of DE and Professional Development. Send email to AS President Jaimez if you are interested in being part of this taskforce.</p> <p><i>6.8 APR Coordinator</i> There was previous discussion about combining the Assessment and Academic Program Review coordinator roles, but after discussion with VP Williams and the union, it was decided to keep the positions separate. These faculty release positions have massive responsibilities and are too much for one person to do. Senator Purdie will continue through the spring. The job description and release time will be reviewed with the goal of bringing on an APR coordinator in the fall of 2022.</p>
<p><b>7. Superintendent- President Report</b></p>	<p>There was no update in this section. Superintendent/President Esposito-Noy was unable to attend this meeting.</p>
<p><b>8. VP of Academic Affairs Report</b></p>	<p><i>David Williams</i> <i>8.1 aSTEM Coordinator Position</i> The original plan was to have this position filled in the fall, but there were delays and only one applicant for the position. After discussions with the dean, it was determined that the applicant was needed in the classroom, so the search will continue into the spring with less time or split time. It was originally presented so that adjuncts could not apply because it was 100% release time. By changing the release time, the position would be open to more applicants.</p>
<p><b>9. VP of Student Services Report</b></p>	<p>There was no update in this section. VP Cooper was unable to attend this meeting.</p>
<p><b>10. Consent Agenda – Action Item</b></p>	<p><i>10.1 Proposed Interview Committee</i> <b><u>Biology (Emphasis in Anatomy/Physiology)</u></b></p>

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*Kristina Ferrebee – BIO: Anat/Physio*  
*Jim Long – BIO: Anat/Physio*  
*Brad Pascal – Biology*  
*Lauren Taylor – Anthropology*  
*Cristina Young – BIO: Anat/Physio*

*10.2 Proposed Interview Committee*

**Astronomy and Physics**

*Daniel Cascaddan – Political Science*  
*Zack Hannan – Astronomy, Physics, and Mathematics*  
*Oanh Lam – Chemistry*  
*Melanie Lutz – Physics and Engineering*  
*Svetlana Podkolzina - Mathematics*

*10.3 Proposed Interview Committee*

**Biology – Emphasis in Microbiology**

*Rhuenette Alums – Business*  
*Jim DeKloe – BIO and BIOT*  
*Maria Santiago – Chemistry*  
*Michael Silva – BIO and BIOT*  
*Michelle Smith – Majors Biology*

*10.4 Proposed Interview Committee*

**Child Development & Family Studies/Education**

*Tony Ayla – CDFS*  
*LaNae Jaimez – Psychology*  
*Amy Obegi – CDFS*  
*Tasha Smith – CDFS*

*10.5 Proposed Interview Committee*

**Sociology/Social Justice Studies**

*Tonmar Johnson - Sociology*  
*Doug Mungin - Communication Studies*  
*Rachel Purdie - History*  
*Lauren Taylor-Hill - Anthropology*  
*Heather Watson-Perez - English*

*10.6 Proposed Interview Committee*

**Ethnic Studies**

*Rhuenette Alums – Business*  
*Doug Mungin - Communication Studies*  
*Rachel Purdie - History*  
*Heather Watson-Perez - English*  
*Andrew Wesley – Music*

Senator Ayala motioned to approve items 10.1, 10.2, 10.3, 10.4, 10.5, and 10.6;

Senator Scott seconded the motion; motion carried.

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

AS President Jaimez explained the process of filling the interview committee positions. Generally, not much discussion is needed. In the case when there were more than 5 people interested, the AS Officers discussed who would be the best representatives for the particular interview committee.

*11.1 Special Recognition*

*LaNae Jaimez*

Sheila Kaushal was honored by the Academic Senate via “Resolution 11.22.2021: Honoring and Thanking Sheila Kaushal, Past Academic Senate Administrative Assistant Extraordinaire”.

Senator Duane motioned to approve item 11.1;  
Senator Scott seconded the motion; motion carried.

*11.2 Academic Senate Payroll Deduction Form*

*Rebecca LaCount – [See Attachment](#)*

AS President Jaimez shared the new form which includes a separate line item for recurring donations to fund student scholarships. Once approved, the form will be available on the website.

Senator LaCount motioned to approve item 11.2;  
Senator Scott seconded the motion; motion carried.

*11.3 Budget Update*

*Erin Duane*

Senator Duane will get a monthly report which shows what everyone is donating.

Our current balance is \$10,866.44. In reality, the number is closer to \$11,000, but there was some movement in fiscal, so they are behind a month. Generally, we get around \$126/month.

There was no action for item 11.3. The purpose for this budget update was to support item 11.4.

*11.4 Allocating Additional Senate Funds for Student Scholarship*

*Rebecca LaCount*

Senator LaCount confirmed that any donations do show up on paystubs and they are tax deductible.

Senator LaCount shared the following information regarding funding for student scholarships:

*We've been able to distribute 5% of the principal the last few years. If two \$500 awards were given from that 5% interest earned, the account would need a balance of \$20,000. The current balance is about \$6200.*

*But that doesn't mean it can't be done. The Senate could simply donate the extra money needed to fund two \$500 scholarships on an annual basis.*

*Any additional donations would be added to the principal that earns interest. If the Senate committed to donating \$3000 a year for the next 6 years, two \$500 scholarships could be awarded each year AND the account balance would be over \$20,000.*

*Individuals can also donate to the Senate fund by payroll deduction or one-time donations. Anyone donating by payroll deduction should tell me if the donation is to be credited to the Academic Senate Scholarship.*

AS President summarized the motion for action as follows: A motion to do a senate campaign to collect more funds for student scholarship. Additionally, the AS will consider an annual donation to increase the scholarship amount.

Senator Duane motioned for the Academic Senate to develop a fundraising campaign to increase scholarship funds. In addition, the Academic Senate commits to matching funds of a certain amount (TBD).

Senator LaCount seconded the motion; motion carried.

*11.5 Ethnic Studies Job Description Standard Text (2 sections):  
"Welcome" and "Solano Community College District and our Vision for Social Justice" – [See Job Description Standardized Statements](#)  
– [See Supporting Documentation](#)*

*LaNae Jaimez*

This item has been moved to Discussion Item 12.1.

**12. Information/Discussion  
Items**

*12.1 Overview of Transfer Center*

*Emily Burt (30 minutes) – [See Attachment](#)*

This item has been postponed to a future meeting.

*12.3 Football Program*

*Rachel Purdie (10 minutes)*

This item has been removed from the agenda.

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*12.1 [Previously Action Item 11.5]*

*Ethnic Studies Job Description Standard Text (2 sections): "Welcome"*

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and “Solano Community College District and our Vision for Social Justice” – [See Job Description Standardized Statements](#)

– [See Supporting Documentation](#)

*LaNae Jaimez*

AS President Jaimez gave background about the driving factors behind creating a standardized statement. She shared data that showed the diversification of students vs. faculty. It is not necessary for faculty to mirror the community population of students, but it is important to look at the data. There is a general drive to diversify our faculty.

Senator Long took the original text and re-wrote it in an easier-to-read and thoughtful manner. Both versions were reviewed. There was much discussion about verbiage of the racial and ethnic groups to make them all-inclusive. It was also stated to specifically mention racial and ethnic groups that the college is aiming to increase.

The plan is to share one or both drafts with the interview committees as they work on their job descriptions. They will be allowed to make adaptations to fit their needs. VP Williams pointed out that equity and inclusion is the direction that the state is going, so we need to be working with the same focus.

Further discussions will take place at the AS meeting on December 6<sup>th</sup>. In the meantime, people should email AS President Jaimez if they are interested in a workgroup to finalize and perfect this job description standard text.

## 13. Reports

### 13.1 Assessment Committee

*Andrew Wesley*

Due to an on-going issue of data retrieval in eLumen, the committee decided that nothing will be mandatory as far as assessment submission for fall, 2021. Data is still needed, but it will not be mandatory.

The Assessment Pay Form will be rolled out. Due to time constraints, the process will be different this semester. Everything will be submitted to Senator Wesley who will generate Excel spreadsheets which will be distributed to the administrative assistants. Moving forward, the process should be automated.

### 13.2 Distance Education

*Erica Beam*

The committee has one meeting left on Friday, December 3<sup>rd</sup>. This will be the last opportunity to get approval for this semester. If you are not teaching online, that does not remove you from the process.

Canvas Day with Napa Valley College on Friday, December 3<sup>rd</sup>. This is eligible for Flex. Sign up here:  
<https://www.eventbrite.com/e/190686597747>

*13.3 Professional Development/Flex Cal*

*Michelle Smith - [See Attachment](#)*

Anyone who is the host of a session will be marking attendance in order for people to receive credit. This is also true for the AS sub-committee chairs as well as anyone leading a professional development session. From the participant side, people may need to submit a survey or a digital signature to get credit. The system will be used for tracking and reporting. The deadline is November 30<sup>th</sup> for people to submit FLEX hours before the December payroll deadline. Anything submitted after this date will be submitted to the January payroll.

We have an opportunity to send 10 attendees to a virtual Equity Institute on Friday, December 3<sup>rd</sup> from 9am to 4pm. Information can be found here:

<https://equityinstitute.com/equitymasterclass/index.php>

If you are interested to attend, sign up in the PD system.

Make sure to check junk email since some of the weekly updates seem to be going there. M. Smith is working with IT.

Program for January is still in the works. Information will be sent out when it is ready as well as directions to sign up.

**14. Other Committees**

There are no items in this section

**15. Upcoming Items  
and/or Action  
Reminder**

1<sup>st</sup> Meeting of the Month:

- 15.1 Academic Program Review – Rachel Purdie
- 15.2 Student Equity and Success Council – Heather Watson Perez
- 15.3 Curriculum/Tech Review – Sarah Barsness
- 15.4 Guided Pathways Steering Committee – Melissa Reeve

2<sup>nd</sup> Meeting of the Month:

- 15.5 Assessment Committee – Andrew Wesley
- 15.6 Distance Education – Erica Beam
- 15.7 Professional Development/Flex Cal – Michelle Smith

Other



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**16. Adjournment**

Senator Long motioned to adjourn the meeting;  
Senator Alums seconded the motion; motion carried.

Meeting was adjourned at 5:00pm.

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

December 6, 2021

January 13, 2022

January 24, 2022

February 14, 2022

February 28, 2022

March 14, 2022

March 28, 2022

April 18, 2022

April 25, 2022

May 9, 2022

May 16, 2022 (Tentative)