



# ACADEMIC SENATE

## MINUTES

December 6, 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 3:01pm.

Tony Ayala read the Land Acknowledgement Statement.

### 2. Roll Call

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

LaNae Jaimez (President)

Josh Scott (Vice President)

Erin Duane (Secretary/Treasurer, At-Large)

Michael Wyly (Past President/Ex-Officio)

#### **Academic Senate**

Andrew Wesley

Anthony Ayala

Erica Beam

Jim Long

Rebecca LaCount

Lauren Taylor-Hill

Robin Sytsma

Paul Hidy

Vitalis Enemmuo

Randy Robertson

Rhuenette Alums

Christina Taliaferro (Administrative Assistant)

#### **Ex Officio:**

Andrew Wesley (Assessment Chair)

Erica Beam (Distance Education Chair)

Sarah Barsness (Curriculum/Tech Review Chair)

Michelle Smith (Professional Development/Flex Cal Chair)

#### **Guests:**

Celia Esposito-Noy (Superintendent-President)

David Williams (Vice President of Academic Affairs)

Melissa Reeve

#### **Absent:**

Jose Cortes

Michael Reilly

Rachel Purdie

Heather Watson-Perez

<p><b>3. Agenda Approval</b></p>	<p>Josh Scott motioned to approve the December 6, 2021 agenda; Tony Ayala seconded the motion; motion carried.</p> <p>AS President Jaimez proposed to move items 13 and 14 (Committee Reports) ahead of item 10.</p>
<p><b>4. Approval of Minutes</b></p>	<p>Erica Beam motioned to approve the November 22, 2021 minutes; Jim Long seconded the motion; motion carried.</p>
<p><b>5. Comments from the Public</b></p>	<p>There were no comments from the public.</p>
<p><b>6. AS President Update</b></p>	<p><b><i>AS President LaNae Jaimez</i></b></p> <p><b><i>6.1 Senate after Dark</i></b>  At least 3 senators commented that they would be interested in an in-person gathering. AS President Jaimez will send out a Doodle to plan further details.</p> <p><b><i>6.2 DE Coordinator</i></b>  The job posting was sent out and will close on December 7th. The existing hiring committee will likely be the one to meet with new candidates.</p> <p><b><i>6.3 Teaching &amp; Learning Center Taskforce Update</i></b>  A group of faculty representing the union and the senate will meet for a brainstorming session on Wednesday, December 8<sup>th</sup> from 11am-noon. VP Williams will join for part of the meeting to share visions of the administration for this teaching and learning center. Anyone else interested in being part of this taskforce should reach out to AS President Jaimez.</p> <p>Final comments from AS President Jaimez:  At this last Academic Senate meeting for fall 2021, she would like to thank everyone for their efforts and input throughout the semester.</p>
<p><b>7. Superintendent- President Report</b></p>	<p><b><i>Celia Esposito-Noy</i></b></p> <p>1. Concerns about Compliance with the Mandate: On Friday (December 3<sup>rd</sup>), 1400 texts were sent to students who needed to either upload a vaccination card or who are required to do regular testing. The text explained that students cannot attend in-person classes without this proof of vaccination or testing. There were only 32 responses from students who uploaded vaccination cards. The goal for the spring semester is to refine the process of tracking information and enforcing the mandate. There will be 3 more trained classified employees who will be assigned to the tracking of students. By spring, they will most likely be assigned</p>

	<p>to particular schools. The focus for this week is the tracking of compliance for employees. Vaccination cards have been uploaded via different methods, so those lists need to be consolidated. In summary, it is our responsibility to comply with the mandate and the process will be improved for the spring semester. S/P Esposito-Noy also addressed concerns related to communication. There was a request to inform faculty when messages regarding compliance are sent to students. In addition, students should be held to the same standard as faculty, and they should be treated with the same respect.</p> <p>2. Safety Measures: The mandate included wearing a mask through the fall semester. The plan is to work with legal to implement the same requirement through the spring.</p> <p>A related question was asked about Excused Withdrawals (EW) for students. S/P Esposito-Noy and VP Williams confirmed that these are still an option, but the college is asked to encourage students to stay. The EW does need to include a rationale, however “Covid” is considered an acceptable rationale.</p> <p>3. New Department of Public Safety: We will be hiring a new Chief of Public Safety. The focus for this position is the well-being of the campus.</p>
<p><b>8. VP of Academic Affairs Report</b></p>	<p><b><i>David Williams</i></b> Final grades are due 4 days after the last day of the semester on December 21<sup>st</sup>.</p> <p>VP Williams also shared some data for the spring. There are 376 CRNs that have at least one in-person component. This includes courses that are completely in-person or hybrid, and it accounts for about 35% of total courses. 106 faculty have some on-campus teaching. There is the potential for up to 4,757 students in on-campus courses. Current enrollment statistics show that students are choosing online options in greater numbers than in-person sections.</p>
<p><b>9. VP of Student Services Report</b></p>	<p><b><i>Shannon Cooper</i></b> VP Cooper was unable to attend.</p>
<p><b>10. Consent Agenda – Action Item</b></p>	<p><i>10.1 Proposed Interview Committee</i> <b><u>Cosmetology</u></b> <i>Lisa Neeley (Dean)</i> <i>Curley Wikkeling-Miller (Cosmetology Faculty)</i> <i>Paul Hidy (ATEC faculty)</i> <i>Deb Berrett (Occupational Education faculty)</i></p>

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

*10.2 Proposed Interview Committee*

**CIS**

*Lisa Neeley (Dean)*

*Kevin Anderson (CIS faculty)*

*Dirk Smith (CIS adjunct faculty)*

*Rachel Smith (Graphic Arts faculty)*

*Sarah Nordin (CJ Faculty)*

*Erica Beam (ACCT faculty)*

*10.3 Proposed Interview Committee*

**Counseling**

*Priscilla Jones-Foster (FT Faculty, Counseling - CalWORKs)*

*Ron Bunkley (PT Sociology Faculty, Social and Behavioral Sciences)*

*Amy Dauffenbach (FT Faculty, Counseling)*

Senator Wesley motioned to approve items 10.1, 10.2, and 10.3;  
Senator Scott seconded the motion; motion carried.

*11.1 Resolution 12.6.2021: State of Emergency*

*LaNae Jaimez – [See Attachment](#)*

Senator Ayala motioned to approve item 11.1;  
Senator LaCount seconded the motion; motion carried.

*11.2 Job Description Standard Text*

*LaNae Jaimez – [See Attachment](#)*

AS President Jaimez shared a revised version which was also reviewed by HR. HR had several suggestions, including a few “deal-breaker” changes due to potential legal concerns. Senators provided input on wording and concerns in reference to data.

Senator Scott motioned to empower AS President Jaimez to finalize the Job Description Standard Text (item 11.2) in collaboration with HR, Deans, and VP Williams.

Senator Long seconded the motion; motion carried.

Further discussions/comments:

- We should be honest about our shortcomings regarding racism.
- We should acknowledge that we have things to do to be a better institution. However, we may not need to air all the details of our struggles.
- We will need to continue to work with HR to consider potential legal issues.
- HR suggested to be careful about making lists that may make

**12. Information/Discussion  
Items**

some applicants feel left out. The wording should make everyone feel welcome.

*12.1 Return to in-person Academic Senate meetings/January meeting  
LaNae Jaimez*

In-person meetings are a possibility; however, they would not be mandatory as long as the state of emergency is in place. A hybrid model may be an option. Zoom calls may need to be available for the public, because the alternative would be for people to show proof of vaccination or a negative covid test. The Academic Senate may want to model the governing board. Another suggestion was to continue the monthly resolutions so that the public could remain virtual even if the Academic Senate chooses to meet in person. AS President Jaimez and C. Taliaferro will work on creating a survey to get a better idea of the senate's preferences.

*12.2 Current Hiring Processes*

*12.2a Students*

*12.2b Others*

*LaNae Jaimez*

The taskforce reviewed the hiring manual and made many recommendations. The manual was written in 2017 and has not been revised, and it has not always been followed. There is more effort to follow the manual during this round of hiring.

One of the items that needs to be looked at is the inclusion of students on hiring committees. This could be done now if the Senate and administration are in agreement. If there is an interest to add others to the hiring committees, this would also require an agreement. VP Williams confirmed that administration is interested to have student involvement in the hiring process. This could take on many forms, i.e. members on search committees, participation in interview committees, involvement with teaching demonstrations, etc. Details can be worked out later, but student involvement is preferred. A question was raised to consider compensation for students. This type of work also creates great leadership opportunities for students. There is a preference to have student involved be a mandatory part of the process vs. optional so that the process is standardized. Students would need to be properly trained in the whole process. Many more aspects were discussed in regards to ways of involving students as well as some potential concerns. One option might be to pilot several methods of student involvement. Discussions will resume in January, 2022.

**13. Reports**

*13.1 Academic Program Review*

*Rachel Purdie*

Rachel Purdie was unable to attend.

*13.2 Student Equity and Success Council*

*Heather Watson-Perez*

Heather Watson-Perez was unable to attend.

*13.3 Curriculum/Tech Review*

*Sarah Barsness*

- One of the goals for the Curriculum Committee was to develop a process for equity and anti-racism in the curriculum process. The committee was not able to meet this goal, mostly due to the focus on the ethnic studies position. They are hoping that 5 of the courses that were submitted will be approved by CSU. A lot of faculty have voluntarily began to consider equity and anti-racism.
- The committee had a lot of new curriculum as well as curriculum modifications this semester. They are looking to clarify the curriculum process and to create one with less of a bottleneck than what is in place now.
- They have been giving workshops. The process is smoother if people can attend one of these workshops.
- They are also working on a revision of the local GE. They hope to bring a version of this to the senate in the spring.

*13.4 Assessment Committee*

*Andrew Wesley*

- The new part-time compensation form was implemented. The process went well for faculty. Then everything was sent out to division admins which, for the most part, also went well.
- An email will be going to all faculty to clarify that there are no mandatory assessments this semester due to issues with the eLumen data retrieval. Faculty can do assessments, but they will be optional.

*13.5 Distance Education*

*Erica Beam*

- AS President Jaimez acknowledged that this will be Erica's last AS meeting as DE coordinator. She has played an especially important role since March, 2020 and faculty is grateful for all of her work and the work of the committee.
- The committee had their last meeting and approved the last of the courses.
- The DE committee is rather upset and feeling a lack of support, especially in regards to the coordinator role.

	<p><i>13.6 Professional Development/Flex Cal</i>  <i>Michelle Smith</i></p> <ul style="list-style-type: none"> <li>• The committee was able to streamline the reimbursement process for part-time faculty. Over 100 part-time faculty documented almost 800 Flex hours based on the hours reported in the new professional development system.</li> <li>• The system has several reports setup. Faculty should be able to go into the Reports then Dashboards to view accrued hours. For full-time faculty it is tracked for the whole year; for part-time faculty it is tracked per semester.</li> <li>• The next challenge is to get everyone registered for sessions. Convocation is listed in the Workshop Calendar as well as other January sessions.</li> <li>• M. Smith had a few open houses in the fall. She plans to do this again in the spring on January 13<sup>th</sup>. There is one session at noon and another at 4pm.</li> <li>• VP Williams contributed the following data: In fall of 2020, there were 524 flex hours reported; in fall of 2021 there were 797 flex hours.</li> </ul>
<p><b>14. Other Committees</b></p>	<p><i>14.1 Guided Pathways Steering Committee</i>  <i>Melissa Reeve</i></p> <ul style="list-style-type: none"> <li>• The committee was trying to set up an online orientation event in January, but planning got delayed. Instead, they would like to bring attention to the pathway maps and updated department websites. They would like to do this by getting masks printed with Solano College Guided Pathways logo, as well as cards with a QR code that will take people to the Guided Pathways page. These will be distributed to students at the beginning of the spring semester. VP Williams confirmed that the “Return to Campus” workgroup is looking to improve signage and communication. They may be open to collaboration with Guided Pathways by setting up a “Welcome” table.</li> <li>• Guided Pathways has a job description for a student ambassador and hopes to have student involvement in the near future.</li> </ul>
<p><b>15. Upcoming Items and/or Action Reminder</b></p>	<p><u>1<sup>st</sup> Meeting of the Month:</u></p> <p>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</p> <p><u>2<sup>nd</sup> Meeting of the Month:</u></p> <p>15.5 Assessment Committee – Andrew Wesley  15.6 Distance Education – Erica Beam</p>

<p><b>16. Adjournment</b></p>	<p>15.7 Professional Development/Flex Cal – Michelle Smith</p>
	<p><u>Other</u></p> <p>15.8 Evaluation of the Hiring Prioritization Process  15.9 Overview of Transfer Center (Emily Burt)</p> <p>Senator Scott motioned to adjourn the meeting;  Senator Ayala seconded the motion; motion carried.</p> <p>AS President Jaimez adjourned the meeting at 5:03pm</p>

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

- 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)