



# ACADEMIC SENATE

## Approved Minutes

September 27, 2021

Meeting via [Zoom](#)

3:00 pm – 5:00 pm

### 1. Call to Order/Land Acknowledgement

We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil Dehe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Band of Wintun Indians, and Yocha Dehe Wintun Nation.

The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

### 2. Roll Call

**Academic Senate Officers:** LaNae Jaimez (President), Josh Scott (Vice President), Erin Duane (Secretary/Treasurer, At-Large), and Michael Wyly (Past President/Ex-Officio)

**Academic Senate:** Andrew Wesley, Anthony Ayala, Erica Beam, Jim Long, Jose Cortes, Lauren Taylor-Hill, Michael Reilly, Rachel Purdie, Randy Robertson, Rebecca LaCount, Rhuenette Alums, Robin Sytsma, and Vitalis Enemmuo

Open (Administrative Assistant)

**Ex Officio:**

Andrew Wesley (Assessment Chair), Erica Beam (Distance Education Chair), Heather Watson-Perez (Student Success and Equity Chair), Michelle Smith (Professional Development/Flex Cal Chair), and Sarah Barsness (Curriculum/Tech Review Chair)

**Guests:** Celia Esposito-Noy (Superintendent-President) David Williams (Vice President of Academic Affairs), and Shannon Cooper (Vice President of Student Services), Susan Wheet (VP of Finance and Administration)

**Absent:** Rachel Smith (Academic Program Review Chair), Paul Hidy

### 3. Agenda Approval

September 27, 2021. Sen. A. Wesley motioned. Sen. J. Scott seconded. Motion passed.

**4. Approval of Minutes**

September 13, 2021. Sen. M. Reilly motioned. Sen. J. Long seconded. Motion passed.

**5. Comments from the Public**

*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.*

Sarah Barsness announced the curriculum deadline to submit a course in Ethnic Studies has been extended to November 18. Sarah Barsness and Ashlie Lawson can assist in this process. Share this extended deadline with faculty in your area.

**6. AS President Update**

**Academic Senate President Report**

6.1 2021 Fall Plenary Session (Nov. 4 – 6). If you want to attend this event in Long Beach, let Pres. Jaimez know by October 1 otherwise, we will give up our face-to-face participant spot.

6.2 Pres. Jaimez will meet with the ASSC on October 5 to discuss collaboration a pro-academic integrity campaign.

6.3 Senate Administrative Assistant, Christina Taliaferro, will start on October 7.

6.4 Faculty Hiring Prioritization check-in. All faculty staffing request forms are due to the VPAA Office by Oct 15. Data had been sent out to the deans. Pres. Jaimez will send out the data set to all faculty (including adjunct) after this meeting. We are doing our prioritization October 25 rather than late November. The process is different this year. Faculty will present the positions and, after hearing the presentations, there will be a 3-day period to think about the order of their prioritization.

*Item added to agenda: Sen. E Beam motioned to prioritize the Ethnic Studies role separately. Sen. A. Wesley seconded.*

*Motion passed. Item will be added to agenda as Discussion Item.*

6.5 Brown Act exemption has been extended. We do not need to deal with in person meetings at this time.

6.6 COVID-19 work group is meeting weekly to make plans to manage the vaccine mandate and look at return to campus in the Spring. Faculty are encouraged to join workgroup if interested. Faculty presence is important.

6.7 Area B (ASCCC) meeting is Oct 15 from 9-2pm, virtual. All those interested in senate leadership are encouraged attend all or part of

this meeting. ASCCC related business and resolutions for fall plenary will be discussed.

6.8 Academic Program Review Coordinator Sen. R. Purdie announced she will step down as PR Coordinator after the Fall term due to other responsibilities. The position will be posted by next week. Pres. Jaimez mentioned applications for the DE Position were received and interviews will take place in the coming weeks.

Several senators asked to place Coordinator positions and faculty committee involvement on future agenda as a discussion item. Concerns mentioned: heavy involvement of newly hired and tenured tracked faculty; changing to a culture of more people eager to be involved rather than having to find people willing to be involved; how to prepare people to move into a coordinator positions; how can mentor position play a role

## 7. Superintendent- President Report

### **Celia Esposito-Noy**

S-P Esposito-Noy introduced Susan Wheet, our incoming VP of Finance and Administration. VP Wheet will lead the Fiscal Advisory Committee and serve on other committees. Rob Diamond will continue in a volunteer capacity.

S-P Esposito-Noy thanked Erica Beam and Jim Petromilli for creating a Canvas course page which will give students and employees a way to upload proof of vaccination and testing. The District is sending out information to student via text message to inform them of the vaccination and face covering mandate going into effect October 15<sup>th</sup>. Students are being directed to the Coronavirus Update webpage until Canvas is ready for use. S-P Esposito-Noy is working with JTM and a public information officer on effective messaging and outreach. The District is following CalOSHA rules and have the same standard for students and employees. The COVID work group is meeting weekly and will develop a FAQ based on CalOSHA rules. We are increasing our on-campus testing hours to include early morning and evening hours, five days per week. Alison Aubert is working on a calendar (class vs test day) to help students identify the required window for testing. It is important to follow any dates specified in your syllabus for in-person activities to help students figure out when they need to be tested.

We hope to integrate the Course Key app with Canvas so that anyone who has not uploaded required documentation to Canvas receives a red flag on Course Key. We can see how many people will need to get tested based on how many people upload their vaccination cards to Canvas. COVID caseworkers are keeping track of documentation. Students or staff can send COVID related questions to CovidCaseworker@solano.edu.

	<p>There is a volunteer outreach opportunity Saturday, October 2 at the Vallejo Waterfront. Those interested in working at our booth between 8am-3pm should email VP Cooper or S-P Esposito-Noy to be assigned a timeslot.</p>
<b>8. VP of Academic Affairs Report</b>	<p><b>David Williams</b> VP Williams is currently serving on the accreditation team for American Samoa and was unable to attend today's meeting.</p>
<b>9. VP of Student Services Report</b>	<p><b>Shannon Cooper</b> 9.1 Reporting student misconduct. VP Cooper informed the group that the Student Code of Conduct Complaint Form is now web-based and available on the faculty tab of MySolano. The information is submitted to VP Cooper. She will lead a flex activity on October 12 from 11am-12pm on this topic. VP Cooper is working on updating the student handbook and expanding the academic integrity section. Refer to Board Policy 5300 for more information.</p> <p>There will also be a flex activity October 12 from 2:30-4:30 pm on program mapping. This will be a working meeting with assistance from Tassel.</p>
<b>10. Consent Agenda – Action Item</b>	<p>10.1 LaNae Jaimez &amp; Michelle Smith appointed to Administrative Assistant 1 – Academic Senate interview committee. Sen. A. Wesley motioned. Sen. T. Ayala seconded. Consent agenda carried.</p>
<b>11. Action Items, Including Items Removed from Consent</b>	<p>There were no times in this section.</p>
<b>12. Information/Discussion Items</b>	<p>12.1 Budget update. Rob Diamond was absent today but offered the following alternatives. President Jaimez will ask for both.</p> <ul style="list-style-type: none"> <li>• Alternative #1: A budget workshop at Fiscal Advisory Committee (FAC) to help the group better understand the budget and formulate questions. Invite Senate to join FAC on October 6th at 2:00 p.m.</li> <li>• Alternative #2: Rob Diamond can join Senate on any Monday in October other than October 18th.</li> </ul> <p>12.2 Academic Integrity Work Group - Pres. Jaimez met with VP Cooper to discuss a campaign about academic integrity (to include posters, feather flags, Canvas, and messaging) in collaboration with the ASSC. Discussion took place on what academic integrity means, why we are here and what we value, and the importance of putting a lens on ourselves as faculty. The workgroup will consist of faculty, ASSC,</p>

Student Services and Academic Affairs. The following people volunteered to participate in this workgroup: H Watson-Perez, E Beam, E Duane, S Barsness, L Taylor-Hill, J Long, and R Alums. Pres. Jaimez will open it up to others.

12.3 Faculty Mentor Job Description. Pres. Jaimez shared the job description drafted by the Faculty Mentor Pilot Program Task Force. Per section 27.4 Faculty Mentoring Pilot Program: “The district agrees to pilot a mentorship program for a new faculty pending the development of such program by the Academic Senate. The pilot program will be limited to no more than one mentor per school, not to exceed \$2000 per year per mentor.” Pres. Jaimez said VP Williams offered two positions – one for FT and one for PT faculty. Concerns: We should be careful not to overburden the mentor. Are FT faculty able to mentor Adjuncts, and vice versa? This will be an action item on the next agenda. Senators are were asked to put further thought into VP Williams’ offer and the wording of the criteria and job responsibilities.

12.4 Faculty Support discussion How do we create a different culture for our coordinators? How do we make sure there’s enough release time do to the job they are doing? How do we develop and encourage them? This came up in the subcommittee coordinators meeting. We have newly tenured faculty and how do we go about getting administrative support. This item will be brought back as a discussion item.

12.5 Commitment to DEI, Anti-Racist Practices and Equity in Education The Student Equity and Success Council is continuing to do their work. H. Watson-Perez reported the SESC focused on CTE and Cosmetology last Friday. Professors Curley Wikkeling-Miller, Tasia Scott, and Shaunice Cole discussed how they dealt with contact hours and student instructional materials while pivoting to online learning. Next week SESC will highlight the Human Collective with Dr. Saki Cabrera and hope the ASSC can lead a discussion on the power of student-centered spaces and experiences on campus which are meaningful for students.

12.4b Curriculum No update from Sarah Barsness.

12.4c Other: Ethnic Studies position. Pres. Jaimez asked for group consent to discuss the prioritization of the ethnic studies position at her next meeting with S-P Esposito-Noy, specifically if she will prioritize the position outside of the prioritization process. The group consented.

13.01 Assessment Committee – Andrew Wesley will send a report to VP Williams on October 1 showing who has and who has not submitted

**13. Reports**

their SLOs for Spring. The committee is discussing ways to increase compliance (we are less than 60% compliant, some departments better than others.) Those who have not submitted Spring SLOs, will automatically be registered for the SLO flex workshop on October 12. The assessment committee would like to move on to other things such as Canvas integration.

13.02 Distance Education – Erica Beam if you are submitting for DE addendum approval, please include instruction modality and rationale. This is very helpful especially if you want emergency only. If you are in the mentor stage and have questions, reach out to your mentor. Deans have been advised where faculty are in the process. Erica is presenting a Flex session, October 12 on liquid syllabus.

13.03 Professional Development/Flex Cal – Michelle Smith will present a Flex session, October 12 on how Adjuncts are reimbursed. The process will be streamlined. Michelle is working with deans, directors and admins so they know how to use the system. Michelle is holding “open houses” for people to drop-in and learn about the new PD System. She plans to gently nudge faculty to get their SLOs finished. The session offerings are full for October. She is recommending that we make some basic tutorial videos store them in the PD system for new and continuing folks.

**14. Other Committees**

15.01 Academic Program Review – Rachel Purdie (1<sup>st</sup> meeting of the month)

15.02 Student Equity and Success Council – Heather Watson-Perez (1<sup>st</sup> meeting of the month)

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

15.03 Curriculum/Tech Review – Sarah Barsness (1<sup>st</sup> meeting of the month)

15.04 Guided Pathways Steering Committee – Melissa Reeve (1<sup>st</sup> meeting of the month)

15.05 Curriculum Updates: (a) Articulation Check, (b) Local GE requirements, (c) Curriculum Handbook, (d) resolution commitment to anti-racism Curriculum, and (e) course numbering

15.06 Senate By-Laws and Constitution

15.07SCPG Update

15.08 Journalism Update

15.09 AB705 Update

15.10 ASSC Update

**16. Adjournment**

J. Cortes motioned to adjourn. J. Long seconded. Meeting adjourned at 5:01 pm.

*Minutes respectfully submitted by Claire Gover.*

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

October 11, 2021

October 25, 2021 (Special Meeting: Hiring Priorities)

November 8, 2021

November 22, 2021

December 6, 2021

January 13, 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)