



# ACADEMIC SENATE

## MINUTES

Monday, November 21, 2022

Hybrid Meeting

(Denis Honeychurch Boardroom, Room 626 & [Zoom](#))

3:00 – 5:00pm

### 1. Call to Order/Land Acknowledgement

AS President Scott called the meeting to order at 3:03pm.  
AS VP LaCount read the Land Acknowledgement statement.

### 2. Roll Call

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

##### President

Josh Scott (2022-2024)

##### Vice President

Rebecca LaCount (2022-2024)

##### Secretary/Treasurer

Erin Duane (2021-2023)

##### Past President/Ex-Officio

LaNae Jaimez (2022-2024)

#### **Academic Senate**

##### Mathematics & Sciences

Kristina Ferrebee (2021-2023)

Randy Robertson (2022-2024)

##### Liberal Arts

Jose Cortes (2022-2024)

##### Social & Behavioral Sciences

Lauren Taylor-Hill (2021-2023)

Anthony Ayala (2022-2024)

##### Counseling

Kelvin Cheah (2022-2024)

##### Health Sciences

Vitalis Enemmuo (2021-2023)

Robin Sytsma (2022-2024)

##### Full-Time Senator At-Large

Erin Duane (2021-2023)

Cristina Young (2022-2024)

##### Adjunct Senator At-Large

Rhuenette Alums (2021-2023)

Andrew Wesley (2022-2024)

#### **Ex Officio:**

##### Academic Program Review Chair

LaNae Jaimez (Fall 2022-Fall 2024)

##### Assessment Chair

Andrew Wesley (2022-2025)

##### Curriculum/Tech Review Chair

Sarah Barsness (2020-2023)

##### Distance Education Chair

John Perez (2020-2023)

Christina Taliaferro (Administrative Assistant)

#### **Guests:**

Saki Cabrera

**3. Agenda Approval**

**Absent:**

Erica Beam (Applied Technology & Business)  
Michael Reilly (Liberal Arts)  
Michelle Smith (Professional Development/Flex Chair)  
Michael Silva (Student Equity & Success Chair)

Senator Duane motioned to approve the November 21, 2022 agenda;  
Senator Cortes seconded the motion; motion carried.

**4. Approval of Minutes**

AS VP LaCount motioned to approve the November 7, 2022 minutes;  
Senator Robertson seconded the motion; motion carried.

**5. Comments from the Public**

There were no comments from the public.

**6. AS President Update**

**AS President Josh Scott**

*6.1 Vacant Positions:*

- *Applied Technology & Business: Senator*

*6.2 Update on Graduation Taskforce*

The graduation taskforce discussed a plan to resume with an in-person graduation in 2023. Graduation will take place on the football field around 5:30 or 6:00pm. Faculty members are encouraged to talk to colleagues and students about their vision for graduation. The goal is to increase faculty involvement. Ideas are to include food, meet families, provide photo opportunities, etc. More discussion about graduation will take place at the December 5<sup>th</sup> Academic Senate meeting.

*6.3 [AB 2449](#) - Changes to Brown Act Teleconferencing Rules*

This topic will be discussed in depth at the December 5<sup>th</sup> Academic Senate meeting. College governance will be meeting in-person starting in January, and the Academic Senate needs to decide if they want to resume with in-person meetings in January or after February 28<sup>th</sup>. It will be required to maintain quorum in person for the senate meetings as well as the sub-committee meetings.

*6.4 Possibility of meeting in Vallejo and Vacaville Centers in spring semester*

The proposal is to have the Academic Senate meet once on the Vallejo campus and once on the Vacaville campus in spring, 2023. AS President Scott will reach out to the directors of each center to coordinate meetings, possibly with relevant topics for each campus.

*6.5 Other*

Another topic which will be covered at the December Academic Senate meeting is Distance Education (DE).

<p><b>7. Superintendent- President Report</b></p>	<p>S/P Esposito-Noy did not attend this meeting.</p>
<p><b>8. VP of Academic Affairs Report</b></p>	<p>VP Williams did not attend this meeting.</p>
<p><b>9. VP of Student Services Report</b></p>	<p>VP Neeley did not attend this meeting.</p>
<p><b>10. Consent Agenda – Action Item</b></p>	<p>There were no items on the consent agenda.</p>
<p><b>11. Action Items, Including Items Removed from Consent</b></p>	<p><i>11.1 Resolution in Support of Adjunct Faculty – <a href="#">See Attachment</a> Andrew Wesley &amp; Rhuenette Alums</i>          Senator Duane motioned to approve item 11.1;          Senator Cortes seconded the motion.</p> <p>Discussion:          This resolution is the result of a meeting with the adjunct alliance, and it outlines ways that the role of adjuncts could be enhanced. There are a few additional items to support adjunct faculty beyond the scope of the resolution. These include an adjunct faculty center/office space in the 300 building, acknowledgement of new adjunct faculty at convocation, access to computers, and longer parking permits.</p> <p>The resolution was read and discussed. Members of the Academic Senate were encouraged to advocate for adjuncts, i.e., inclusion in department-wide decisions.</p> <p>Senator Wesley thanked and recognized the contributions of Rhuenette Alums, John Perez, Pam Muick and Wini Hunton-Chan to this resolution.</p> <p>Senator Taylor-Hill motioned to amend the resolution to reflect consistent language to refer to adjunct faculty. The official term is “adjunct” faculty which will be documented in the resolution. In addition, there is punctuation that needs to be corrected. Finally, AS Scott was asked to present the resolution to the board.</p> <p>Senator Duane motioned to approve item 11.1 by acclamation;          Senator Wesley seconded the motion; motion carried by acclamation.</p>
<p><b>12. Information/Discussion Items</b></p>	<p><i>12.1 Accreditation Report – <a href="#">2024 Solano College ISER</a> Saki Cabrera, Isabel Anderson, David Williams</i>          The goal of the accreditation report is to capture what things we are doing and why we are doing them. People were assigned to different sections based on their expertise. On December 9<sup>th</sup> the first draft will be due, and this will be reviewed by S. Cabrera and I. Anderson after the break to determine where there are gaps, etc. The Accreditation Committee will only visit to focus on areas that need further clarification and observation. Contributors are asked to provide evidence that best illustrates each specific standard. The reports should be written in a narrative format followed by evidence. Alternatively, the evidence may be integrated into</p>

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the narrative, and the name that directly corresponds with the evidence should be highlighted in yellow. Either format is acceptable. All files for contribution are in the shared drive linked above. For help with the instructions, permissions to the shared drive, etc., contact I. Anderson.

#### *12.2 Hiring Prioritization Process: Debriefing*

*(What went well? What are suggested improvements?)*

*Josh Scott & David Williams*

Planning for the new hiring prioritization process started long before the implementation this year. A taskforce was created to evaluate improvements to the existing process. The result was an earlier process, an evaluation of values and data, etc. The new process involved detailed conversations before and after the presentations, and the actual presentations had a time limit and did not include PowerPoint presentations.

Feedback included the following:

- Positive opinions about the limited timeframe with no slides.
- Stakeholders (vs. Deans) make a strong impact.
- Data could be looked at even earlier and more extensively. Also, more specific data, i.e. department-specific or position-specific would give a better picture. This idea could be controversial, so a possibility of sharing multiple sets of data may be beneficial. In addition, other types of data may be helpful, i.e., hiring data or graduation income data.
- Small departments should continue to be considered.
- There was frustration expressed with the liberal arts data because it does not reflect mandatory courses vs. elective courses. In these cases, long-term planning needs to be considered vs. immediate need. One option discussed is to intentionally dedicate one position to a long-term need during each hiring cycle.
- Limits within consideration of FON numbers can cause frustration.

The general take-away is to start evaluating data in the spring semester so that there is more time to prepare in advance of the hiring prioritization process.

### **13. Sub-Committee Reports**

#### *13.1 Assessment Committee*

*Andrew Wesley*

Videos for new trainings are being completed. These will be emailed out soon. Accreditation is looking closely at assessment, so that means assessments will take place this semester and next semester with the exception of math and science due to their program review. There are issues with data retrieval from prior assessments – only quantitative data was pulled. Self-reflections will need to be pulled by A. Wesley. It's slightly more work, but faculty will be creating their own templates. In addition to the videos there will be a drop-in Flex and "open" hours for help.

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### 13.2 Distance Education

John Perez

- On-going support for DE is happening as part of the long-term goals and senate taskforce.
- There is a functional ERA team in place. This team handles the DE helpdesk tickets. As the team is working through these tickets, they are creating training for each other.
- Shells for spring courses have been developed and available to faculty. They went live on November 17<sup>th</sup>. Moving forward, this process is on track to be fully automated for summer, 2023.
- A video will be sent out to show faculty [how to use the new blueprints](#). The current blueprints were refreshed to have a new look and feel. There will be a slow transition to the new blueprints, and faculty will have options. The plan is to transition to an even newer blueprint by summer, 2023. The new blueprints are designed using DesignPLUS. Training for faculty will be developed.
- If faculty would like to have shells cross-listed, tickets should be sent to [de@solano.edu](mailto:de@solano.edu).
- Exchange work is moving forward. The exchange refers to the new online courses that will connect us with other California junior colleges. Work is continuing on etranscript and banner and canvas integration, including a partnering with admissions and records to make sure that the etranscripts flow. Work is also being done on the POCR (Peer Online Course Review) process. Components have been identified. Once we are POCR certified we will be able to have faculty transfer courses from other colleges to Solano. This is a huge benefit for adjuncts. So far, seven faculty members have completed the POCR certification. More faculty members need to complete the training for Solano to have a fully certified team.
- A DE Newsletter has been released monthly this semester.
- The DE committee has increased attendees at the monthly meetings. The committee is looking at creating guidelines and procedures for online certification, global announcements, and title V updates.
- Improvements to the DE website have been on going with the goal of creating current and updated content. Newsletters, procedures, etc. can be found there.
- Erica Beam has volunteered to help with updates of the DE handbook.
- A Canvas global announcement guideline was developed. Moving forward everything posted will be accessible. This will require faculty cooperation.
- There were changes to Title V in DE and communication will be sent out about maintaining RSI standards.
- There will be 2 major Zoom updates over the break. The vanity URL has gone into effect. Also, our Zoom storage is over capacity and files will be deleted starting December 15<sup>th</sup>. There will be



February 27, 2023	
March 13, 2023	
March 27, 2023	
April 3, 2023	
April 24, 2023	
May 8, 2023	
May 15, 2023	[Tentative Meeting]