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Minutes

Introductory Meeting Code of Ethics

January 20, 2012

Meeting began: 4 p.m.

Meeting adjourned: 4:30 p.m.

Attended: Dr. Jowel Laguerre, Gale Anderson

Absent: Saki Cabrera

Objective of Meeting: Provide direction to Committee Chairs for developing Solano College Code of Ethics

Committee Objective: Develop a one page Code of Ethics for Solano Community College

Committee Members are: Saki Cabrera, Debbie Luttrell-Williams, Gale Anderson, Richard Kleeberg and Local 39 member

1. Anderson and Cabrera to draft a template to be reviewed by the Committee
2. Review 5-10 samples of existing Codes of Ethics
3. Review Code of Ethics for the Solano College Board Members
4. Core 4 and Mission/Vision statements for Solano College are to reflected in Code of Ethics
5. Suggested time frame for completion is March 2012
6. Provided the following Constituent Groups to receive first draft of document
 - a. Student Services Council
 - b. Academic Deans
 - c. Academic Senate
 - d. Shared Governance
 - e. President's Cabinet
 - f. FABPAC

Minutes

February 23-2012

Room 902

2:00- 4:00pm

Participants: Gale Anderson, Saki Cabrera

- Worked on reviewing documents from various colleges
- Drafted an Introduction to the Code of Ethics for Solano and tenants
- Gale will email fellow members to attain schedules in order schedule the March work meeting
- We will continue to email and telephone one another in order to revise the document and schedule meetings as needed
- Future actions: implement Plan of Action; work on format and design for submission March 23

DRAFT:

Solano College Code of Ethics

Solano Community College's mission is to prepare a diverse student population to participate successfully in today's local and global communities. To accomplish this, we are committed to sustaining a positive, healthy and respectful environment of all parties who are employed or interact with members of the College, inclusive of community members. The Code of Ethics serves to articulate values, characteristics, and expectations that all parties are expected to embody: They include:

Integrity

Accountability

Individual responsibility - act in good faith; behave in an equitable manner; consider diversity; timely

Federal, state and local knowledge, skills and abilities- competence

Compliance with local, state, and federal regulations

Professional Standards of Conduct

From: [Gale Anderson](#)
To: [Shirley Lewis](#)
Subject: FW: Code of Ethics
Date: Wednesday, August 01, 2012 5:29:16 PM
Attachments: [SCC Code Of Ethics 3-21-12 Submit.doc](#)

From: Gale Anderson
Sent: Thursday, March 22, 2012 3:10 PM
To: Jowel Laguerre
Cc: Saki Cabrera
Subject: Code of Ethics

Dr. Laguerre,

We are pleased to attach the Code of Ethics document as requested. We would also like to make the following comment:

The Committee agrees that the campus community needs some training to fulfill the purpose of our Code of Ethics.

We have some talented, knowledgeable professionals already on our campus who may be interested in Flex Cal activities to assist in making our Code of Ethics a living document. Training activities would surely provide evidence the ACCJC is looking for as proof that the document is more than words on a page but that it means a great deal to us.

Perhaps this could be added to the SSC Agenda for a future meeting?

Gale Anderson
Admissions & Records Analyst
Solano Community College
4000 Suisun Valley Rd
Fairfield, CA 94534
phone: 707-864-7200

Solano Community College Code of Ethics

Solano Community College prepares a diverse student population to participate successfully in today's local and global communities. To accomplish this, we are committed to sustaining a positive, healthy and respectful environment. The Code of Ethics serves to articulate values, characteristics, and expectations that everyone is expected to embody and promote: They include:

Integrity

- ✓ Consistently act with honesty; avoid actual and perceived conflicts of interest between personal and professional relationships; respect differences of opinion; resolve conflicts in a professional ethical manner.

Accountability

- ✓ Be responsible for decisions and actions. Exercise good stewardship of human and material resources. Model desired outcomes, participate, and be solution focused.
- ✓ Comply with the Federal, State and Local regulations, policies and procedures, inclusive of those of Solano Community College, and Governing Board of Trustees. Meet deadlines, attend meetings, complete reports, and maintain working knowledge of current regulations, policies, and procedures.

Professional Standards of Conduct

- ✓ **Civility.** Refrain from inappropriate language (no profanity) and unprofessional behavior. Be mindful of the tone used, personal space, touch and communication through body language.
- ✓ **Confidentiality.** Refrain from disclosing information acquired in the course of one's work, whether directly or indirectly, unless bound by law.
- ✓ **Appropriate Use of Social Media.** Refrain from accepting personal social network invitations; use approved professional and Solano Community College social network resources.
- ✓ **Inclusiveness.** Treat everyone with dignity; respect the opinions, values, and traditions of others; and create a strength-based environment. Be approachable and open to constructive feedback.
- ✓ **Excellence.** Work productively, efficiently, and collaboratively while being consistently focused on solutions. Set high attainable expectations.
- ✓ **Student Awareness.** Increase awareness of how one's actions (or inactions) impact current and future students.

Knowledge, Skills and Abilities

- ✓ **Increase KSAs.** Consistently broaden knowledge, skills, and one's abilities to effectively serve current populations. Consider future trends. Participate in trainings and conferences and implement best practices.
- ✓ **Collaborate.** Capitalize on existing resources; share resources and ideas; match skill set to demands; focus on solutions.
- ✓ **Actively listen.** Validly understand a person's intention based on what they feel and say. Refrain from making assumptions based on non-verbal communication. Ask probing questions to clarify a situation or problem.

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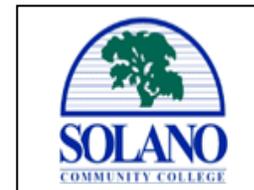
We have some talented, knowledgeable professionals already on our campus who may be interested in Flex Cal activities to assist in making our Code of Ethics a living document. Training activities would surely provide evidence the ACCJC is looking for as proof that the document is more than words on a page but that it means a great deal to us.

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Fairfield, CA 94534
phone: 707-864-7200

MISSION STATEMENT

Solano Community College prepares a diverse student population to participate successfully in today's local and global communities. We accomplish our mission by providing: quality teaching, innovative program, effective transfer preparation, a broad curriculum; services that are responsive to the needs of our students, life-long learning, and economic and workforce development.

**VISION STATEMENT**

Solano Community College will be a recognized leader in educational excellence – transforming students' lives.

Superintendent-President's Cabinet (SPC) Meeting

NOTES

Purpose: Information, Action
 Location: Board Room
 Date and Time: April 19, 2012 – 2:30– 5:00 p.m.

Facilitator: Jowel C. Laguerre, Ph.D.
 Note Taker: Judy Spencer

Distribution: Peter Bostic, James Ennis, Barbara Fountain, Jerry Kea; Jowel Laguerre, Shirley Lewis, Judy Spencer, and Thomas Watkins
 Excused: Peter Cammish, EVP Reyes, Betsy Julian, Yulian Ligioso, and Kelsey Moran
 Guest: Gale Anderson, Admission and Records

	AGENDA TOPIC	DISCUSSION	ACTION
1.	Code of Ethics - Anderson	Ms. Anderson presented the draft SCC Code of Ethics as developed by the Adhoc Committee consisting of Saki Cabrera, Chair; and Gale Anderson, Co-Chair, et al. (Copy available in the Office of the Superintendent-President)	Excellent document to be shared with the Shared Governance Council, Senate, and FaBPAC and included in President's fall Flex Cal speech. Recommendation to include in new hire packet.
2.	New Budgeting Process – Laguerre/Ligioso	Dr. Laguerre presented the new proposed budgeting process (execution), to be implemented by summer 2012 (as recommended by ACCJC). Potential funds identified are: VTEA, SB70, and BSI; Measure G, \$100K from the general fund. For 2012-13 expecting approximately \$500,000 available for expenditures. Review for funding is vetted through Technical Review Group to be sure projects/tasks/positions are not funded that shouldn't be funded.	Good accountability and credibility built into process. Technical Review Group includes: three faculty; three CSEA; one Op Eng; one admin; and one student. Final recommendations ultimately reviewed by SPC, SGC, and FaBPAC.
3.	Other	None	

4.	Calendar Check	Dr. Laguerre attending conference April 23, 2012.	
5.	Adjournment	4:05 p.m.	

Legend: D = Discussion I = Information C = Consensus

Reports Due:

April 15, 2012	Enrollment Fee Revenue (CCFS-323)	Responsibility: Ligioso
April 20, 2012	Second Period Apportionment Attendance Report (CCFS-320)	Responsibility: Fountain
April 20, 2012	Faculty Contact Hour Adjust. To FTES (CCF-320F)	Responsibility: Ligioso/Dillon
April 20, 2012	Apprenticeship Attendance Report (CCFS-321)	Responsibility: None
May 15, 2012	Quarterly Financial Status report (CCFS-311Q)	Responsibility: Ligioso
May 15, 2012	Notification of External Auditor Retained/Hired for Contract District Audit Report	Responsibility: Ligioso
June 1, 2012	Part-Time Faculty Health Benefits (CCFS-360)	Responsibility: None
June 1, 2012	Part-Time Faculty Office Hours Estimated Reimbursements (CCFS-365)	Responsibility: None
June 1, 2012	Upon request, "Attendance (FTES) Allowance Request and/or Waiver of 175-Day Requirement Because of Emergency Conditions" (CCFS-313)	Responsibility: Ligioso
July 15, 2012	Annual Apportionment Attendance Report (CCFS-320)	Responsibility: Reyes
July 15, 2012	Faculty Contact Hour Adjust. To FTES (CCFS-320F) Flex Calendar Dist.	Responsibility: Fountain
July 15, 2012	Apprenticeship Attendance Report (CCFS-321)	Responsibility: None

Parking Lot:

- **Emergency Preparedness Updates – Every other SPC meeting (Dawson)**
 - **Facilities Fee Increases — (Ligioso/Espinoza)**
 - **Campus-Wide Committees (Lamb)**
 - **Greening of Printers (Ennis)**
 - **SAN/Virtual Desktop (IT Team)**

From: [Gale Anderson](#)
To: [Shirley Lewis](#)
Subject: FW: Code of Ethics
Date: Wednesday, August 01, 2012 5:34:54 PM
Attachments: [SCC Code Of Ethics_Informational.doc](#)

From: Gale Anderson
Sent: Monday, April 30, 2012 5:05 PM
To: CSEA; LOCAL-39
Subject: Code of Ethics

Hello everyone:

One of the recommendations from the ACCJC was that Solano College needed a Code of Ethics. A Code of Ethics Committee was formed at Dr. Laguerre's direction. The attached document was produced and is attached for your information. After all Groups have an opportunity to view/comment the document will move for approval at Shared Governance and the Board. It is our intent that this document be posted in multiple places.

Thank you.

Gale Anderson
Admissions & Records Analyst
Solano Community College
4000 Suisun Valley Rd
Fairfield, CA 94534
phone: 707-864-7200

Shared Governance Council Meeting

April 25, 2012

In attendance: Kevin Anderson, Charlene Snow, Donna Laroski (Zandra), Galen Tom (Debbie Luttrell Williams), Jeff Lehfeldt, Thom Watkins, Karen McCord, and Jowel Laguerre.

Guest: David Froehlich, Jerry Kea, Jeff Lamb, Steve Dawson, Shemila Johnson, Scott Ota, Jim Ennis, and Shemila Johnson.

1. **Agenda approval and minutes approval**
 - a. Agenda Approved
 - b. No minutes were taken on March 28th.
2. **Tobacco Policy:** Peter Bostic, Dave Froehlich, Jerry Kea and Steve Dawson met to find places to designate as smoking areas: Fairfield two temporary areas were identified – Near the Tennis Courts and Patio area near the library. Signage about Tobacco Free environment in primary access space will be installed. The cost for signage is about \$1000. Posters will be placed all over the sites. The Centers have identified spaces for the Smoking zones. The discipline procedures follow the employees' contracts and the Student Code of Conduct will be used for students. Police intervention will be only for smoking inside as a violation of state law. Warnings will be used because it is part of the sanctions available for first offenders. Prevention and expressions of concerns about health will be used as part of the first communication. The Designated areas will be for one year. A motion was made to approve the non-smoking policy and seconded. The policy was unanimously approved.
3. **Tying budget to planning:** The deadline is May 18th. Proposals will be submitted to the deans and directors/supervisors. Whether positions will go through this process was a lengthy conversation. Based on the ACCJC recommendations positions should follow the same process. The methods used to finalize the positions will be determined by the different responsible areas: faculty, for example will go through the Academic Senate with administrators going through ALG. Discussions took place in regard to last year's process.
4. **SAN/Virtual Desktop:** Allocation from Measure G to store the college files has been approved. It will be an upgrade and will purchase a VDI equipment. This will facilitate the possibility to upgrade software and that will serve urgent and necessary upgrades. The current SAN is getting to its lifespan. The proposal will go to the board on May 16th. IT wants to use the summer to make that change. Each center would have its own VDI environment. This is a cost saving measure for the long-term. The group urges immediate action. It is a modular system. That can be upgraded by removing parts.
5. **New College Website:** The website is being redesigned to be more user friendly and with the students in mind. It will make it easier to navigate and get to the destination they need. There will be a lot of new features. Scott has been showing the site to different groups with good acceptance.
6. **Code of Ethics:** A group composed of faculty and staff co-chaired by Gale Anderson and Saki Cabrera developed the Code. It was suggested that it be provided to all new

employees. Some discussions took place in regard to the use of social media. There is a fear that may limit faculty and student interaction. It may be that we talk about the appropriate use of Social Media. Suggestions were made for change in the language. SGC will approve the Code.

7. **View book:** This is a piece that will be used for recruitment. This is viewed as a good mechanism to show the community what the college offers. It was suggested that we highlight some of the special programs like MESA, UMOJA, and PUENTE.
8. **International Student Recruitment:** The college wants to provide opportunities for international students. We acquired a grant from CCIE and will use that to develop an international page and a view book for international students. There is an end of the year party for International students on May 8th in the Back-Half of the Cafeteria.
9. **Board agenda:** We reviewed the board agenda and made slight corrections.
10. **College Area Reports/Announcements:**
 - a. TA with two unions and negotiating with third.
 - b. Not present.
 - c. Academic Senate: Last meeting of the year to be May 7. Will change leadership. Tenure Tea coming up. Distinguished faculty award is in progress. Resolution for ab2591.
 - d. SCFA: Excited about TA. New officers are elected: Gene Thomas, President; Diane, VP; Charlene Snow, Treasurer and Sal Codina, Secretary
 - e. CSEA: Ratification meeting was emotional, but contract was ratified 55 to 14 vote.
 - f. Local 39: Getting ready for negotiations; quad area put together by grounds crew and is being well used. Nice touch
 - g. Management: Last ALG went over CalPERS Health Plan. Chris presented on the Theater.
 - h. Minority Coalition: Last meeting discussed need for training for cultural sensitivity training for faculty and staff. Want to bring somebody in the fall for training.
 - i. Human Resources: not present.
 - j. Academic Affairs: Not in attendance.
 - k. Student Affairs: Reported on a retreat that took place and that was very beneficial to the attendees.
 - l. Finance and Administration: Using ARRA funds, we will apply for \$16M allocation for a project of 2.5 MGW. We would get a favorable rate and refunds from PG&E. The savings could be \$500K for each of the first five years. Several of our sister institutions have implemented solar. This is a good way to enhance the college finance.
 - m. Institutional Advancement: Ain't Misbehaving and restricted gift support the course to the south. We received \$15K from Keiser for Vallejo to reduce violence. A 90-second video has been developed. A lot of year end celebrations. May 8th from 2:00 to 3:30 to thank the people who do payroll deduction as gifts to the college. May 17th from 2:30 to 4 Emeriti will be recognized. Five K and 10-mile run on Saint Patrick Day Weekend.

Student Services Council Meeting Minutes

May 8, 2012
10:00 am-Noon
Board Room

Present: Dr. Jowel Laguerre, Erin Vines, Shemila Johnson, Cynthia Simon, Steven Springer, Carolyn Moore, Lisa Collins, Mostafa Ghous, Gale Anderson, Peter Cammish, John Siefert, Robin Darcangelo

Code of Ethics. Gale presented the Code of Ethics that her committee worked on. This document was also sent via email.

- Discussion of Facebook issues and conflicts.
- SSC Consensus: Good job.
- Will be presented to board soon.

Kiosks with ads for Tempest. Dr. LaGuerre began the discussion. Tempest wants to change the boxes. The company will make new ones and will put ads on them. Tempest would receive \$20 per month from advertisers.

- Gale asked about control, Dr. LaGuerre responded that there would be some controls, no tobacco or alcohol ads, etc... This would be in a contract.
- Erin suggested asking for more than \$20.
- Cynthia expressed concerns about the wind blowing papers around.
- John talked about putting them at the Centers.
- Contracts are normally about three years. ASSC liked them.
- Carolyn asked about other options, who maintains them, and who else could make them.
- Email from Samanda Dorger dated May 9th follows:

From: Samanda Dorger
Sent: Wednesday, May 09, 2012 9:39 AM
To: Jowel Laguerre; STUDENT-SVC-MGRS
Cc: Yulian Ligioso; Janet Leary; Jeffrey Lamb; Judy Spencer; sbruni@solanotempest.net
Subject: RE: Tempest adcamp kiosks

Dr. Laguerre, et al,

Here are the answers to the Student Services group's questions. Also, at the bottom of this email are some of the FAQs & answers.

- Are we taking the wind into consideration?

One shelf of the kiosks has an optional clear plastic door for windy areas, which I have requested.

- Who will maintain it: stack and clean up?

The company, AdCamp, maintains, repairs, replaces, and insures the kiosks. They will pick up the recycling and bring it to whichever location the recycling club wants it to go, or they will take it away, whichever we prefer. The Tempest students pick up the unused newspapers when they distribute a new issue.

- Will they be at all sites?

There will be four kiosks on the main campus. The locations will be worked out between AdCamp and The Tempest in a walk through (and whomever else would like to come along.) We will coordinate locations with the ASSC's bulletin boards.

- Is the payment per booth or for all installed?

The payment is \$50 per kiosk for a total of \$200 a month paid to The Tempest. In an unusual case such as no classes for a lengthy time (such as summer school being cancelled) and not enough advertisers are placed for that month, there may be no payment. I expect the revenue to be from \$2,000-\$2,400 a year. (All advertising revenue that is paid to The Tempest goes into a club fund, which is used to help pay for students to attend conferences, enter contests, join professional organizations, purchase supplies, and pay for some printing of the paper.)

Thanks for your interest,

Samanda Dorger
faculty adviser, adjunct
The Tempest
Solano Community College
707-864-7000 ext. 4363

I pasted AdCamps Q&As below:

How often will we get paid?

Once a month. Each check will be accompanied by a detailed inventory report of each kiosk on your campus.

How much space does the kiosk take up?

- Option 1: 29"x29"x76". Built in an exquisite rectangular design with three newspaper-dispensing shelves, (3) 26"x50" display boards, (3) 26"x6" display boards, and a recycling bin. (Sample photograph attached)

- Option 2: 30"x18"x80". Built in an exquisite arch design with four newspaper-dispensing shelves and (2) 26"x50" display boards. (Sample photograph attached)

Who advertises on these kiosks?

Well, you for one. That's right. One entire side of each rectangular kiosk is donated to your school to do with as you see fit absolutely free of charge. Promote on campus events, display maps, or issue bulletins. It's your space to do with as you please. *Not available on the arch design kiosk.

But what about the advertisers?

adcamp will naturally refuse all advertising that does not maintain the dignity and sanctity of the academic environment. The appropriate school committee will have the option to furnish adcamp with a list of those subject matters that do not adhere to campus policy.

What about liability?

Not a problem. adcamp is fully insured against liability of any kind and thus, fully indemnifies your campus against all claims arising from the kiosk or its placement. In addition, our kiosks are fully and safely bolted to the ground and are fully compliant with current environmental safety standards. And don't forget, we service all kiosks twice a month to insure that you and your students will be protected at all times.

What about kiosk location? Who decides where they're placed?

That's a decision that we will make together. adcamp will work with campus administrators to insure that an appropriate location is selected for each kiosk.

How many kiosks can we have on our campus? Is there a minimum number that we must have installed?

That is entirely up to you. We will work with you so that the maximum benefit can be realized by the campus. Whether it's four or six, you will be paid the same fee per month per kiosk.

What other campuses are currently benefiting from the adcamp kiosk revenue program?

Cal State Long Beach
Cal State San Bernardino

Cerritos College
Chaffey College
City College of San Francisco
Cypress College
De Anza College
East Los Angeles College
Glendale Community College
Golden West College
Los Angeles City College
Los Angeles Pierce College
Los Angeles Valley College
Mt. San Antonio College
Pasadena City College
Rio Hondo College
Riverside City College
Saddleback College
San Jose City College
Santa Ana College
Santa Monica College
University of California at Riverside
University of California at Santa Barbara
West Los Angeles College

***** end of message

Budgeting. Peter Cammish emphasized the May 18th deadline for submitting budget proposals. He presented a handout (also emailed to everyone on campus) with steps for the proposal.

- A question came up, "Where is the money coming from?" Answer is in the handout.
- Peter volunteered to help individuals if someone has difficulty with the procedure or form.
- Dr. LaGuerre pointed out that the purpose of developing this procedure and form was to help reduce the difficulty and also facilitate better communication and transparency.
- The question was brought up about using this funding for positions. This developed into a lengthy discussion about union procedures and other issues not germane to the purpose of the SSC. It was proposed that we begin to use SSC meetings for the discussion of positions in Student Services.

Four Tens. It was announced that four tens would be used from 28 May until 27 July. Robin asked about vacations during that time, and it was stated that they must be approved.

Meeting during the summer. There will be an SSC meeting in June, then there will not be further meetings until September.

Student Services Retreat. Committee met April 26th—proposed date of 26 Oct. or 2 Nov. Mission statement should be on June agenda.

NASPA report. Erin gave a very brief report about Dreamact. Would discuss more in future meetings.

Commencement Help from everyone. Dr. LaGuerre solicited help from everyone for the May 23rd commencement. A comment to be forwarded to the calendar committee was to try and avoid final exams on commencement day.

Virtual Student committee report. Erin met with IT and discussed applications. Will be meeting again soon.

Meeting adjourned on time

Minutes by Steven Springer



Financial and Budget Planning Advisory Council (FaBPAC)
Wednesday, May 16, 2012
2:00 p.m., Board Room

Adopted Minutes

Present: Peter Cammish, Lester Young, Dave Froehlich, Les Hubbard, Sabrina Drake, Betsy Julian, Gale Anderson, Peter Bostic, Patrick Killingsworth, Jeff Lehfeltd, Richard Crapuchettes, Charlene Snow, Kamber Sta. Maria, Karen McCord, Jocelyn Mouton, Maire Morinec, Kheck Sengmany, Yulian Ligioso, Janet Leary

A quorum was present at 2:20 p.m., and Vice President Ligioso called the meeting to order.

I. May 16, 2012, Agenda: Approval

To accommodate Ms. Sta. Maria's schedule, Vice President Ligioso requested that her revised strategic proposal budget presentation be moved to the last agenda item. Motion (Jeff Lehfeltd), second (Richard Crapuchettes) to approve the agenda as amended. The motion unanimously carried.

II. May 2, 2012, Minutes: Approval

As the May 2, 2012 minutes were published and disseminated too late for FaBPAC to preview them, a motion to postpone approving them until the June 6, 2012 meeting was made by Richard Crapuchettes, and it was seconded by Jeff Lehfeltd. The motion unanimously carried.

III. Strategic Proposal Update

Peter Cammish distributed a status report on the five strategic proposals that had been presented at the April 4, 2012, FaBPAC meeting. Peter focused on the Addressing Equity / CUE proposal and stated that this program has until Spring 2013 to demonstrate progress, or its \$27k will be reallocated. Peter also recapped that funding for the *Biology Microscopes* and the *First-Year Experience* proposals was approved by SPC and FaBPAC and stated that Dr. McCord and Ms. Sta. Maria were present at this meeting to present their revised budgets, to \$17k.

Dr. McCord then presented her Harambee Program budget which had been revised budget to \$17k. Motion (Betsy Julian), second (Jeff Lehfeltd) to approve the revised budget. The motion unanimously carried.

IV. Code of Ethics

Gale Anderson distributed copies of the revised *Solano Community College Code of Ethics* which has been revised to comply with ACCJC requirements. Ms. Anderson's presentation and review of the document were for informational-only purposes; FaBPAC approval was not required. The *Code of Ethics* had been vetted and approved in Shared Governance, and Ms. Anderson will present it to the Governing Board in June for final approval. The *Code of Ethics* will be included in new-hire packets and will be ubiquitously posted on campus.

V. 2012-11 Measure G Bond Audit

Vice President presented an overview of the General Obligation Bonds Measure G Financial and Performance Audit Reports prepared by Vavrinek, Trine, Day & Co., LLP (VTD). He highlighted this sentence (page 1, financial report), *In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure G fund of the Solano Community College District at June 30, 2011, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.* The term **present fairly** tells the reader the audits went well.

Vice President Ligioso also mentioned VTD's one finding, an inappropriately classified expenditure: A \$6,678 invoice which should have been paid under the general fund was inadvertently paid through bond funds. The error was found before the audit and was corrected, and the general fund reimbursed the bond fund.

Vice President Ligioso added that since the finding, Fiscal Manager Judy Yu has and will continue to review and tightly monitor our procedures and will strictly adhere to the bond indenture language. He added that the complete reports are posted here:
http://www.solano.edu/measureG/CBOC_info.html.

VI. Measure G Q3 Update

Dave Froehlich and Lester Young handed out copies of the Quarterly (Q3) Bond Update for the Measure G Bond Program, which provides a current review of activities that range from design and construction, through project closeout. Mr. Froehlich and Mr. Young highlighted and spoke to some of the projects on the *Completed Projects* and *Projects in Progress* Lists. The complete report is located here: (attachment #3, 05.16.12) <http://www.solano.edu/administration/fabpac.html>.

Vice President noted that the Measure G website is being updated and includes Citizens' Bond Oversight Committee (CBOC) meeting agendas / minutes, committee membership, reports, and all documents generated since Measure G's inception. The information is located here:
http://www.solano.edu/measureG/CBOC_info.html. Yulian requested that all inquiries regarding this site be directed to Mr. Froehlich and Mr. Young.

VII. April Year-to Date Report

Mr. Killingsworth presented an updated projection of Unrestricted General Fund operating results compared to budget for the fiscal year ending June 30, 2012. Key items:

Revenues are down approximately \$500,000 from the prior projection due to the booking of actual property tax revenues received in April which was less than the prior projection. Fiscal services will be checking with the county for final figures for property taxes for the fiscal year and will incorporate final totals for property tax receipts into the next report. Projected revenues still include an assumption that the state will make up the shortfall in net enrollment fees due to a higher level of BOGG waivers that students qualified for in the current year, with the risk that a state revenue shortfall will result in no increase to apportionment revenue.

The favorable trend in employee costs continued in April, due principally to open positions. Total employee costs are now projected to be \$980,000 favorable to budget, an increase of \$126,000 over the prior projection.

Other expenses are now projected to be unfavorable to budget by about \$66,000. The major change from the favorable variance of \$6,000 last month is increased commitments for professional services.

Net operations are now projected at a net unfavorable \$224,000 versus budget, the drop from the prior projection of a favorable \$197,000 due to the property tax shortfall.

Major expense assumptions were then discussed. Expense for contract instructors will be recorded by the end of May, with adjunct and overload wages continuing through June. Certified staff is assumed to remain at the same "run rate" (defined as the amounts in later periods as opposed to using year to date averages) from March through year end. This assumes that hiring for the rest of the fiscal year will be minimal.

Other expenses were assumed to be flat through the end of the fiscal year except where there were significant "commitments" recorded in the financial system. Legal expenses in particular are expected to be higher due to labor negotiations.

Mr. Killingsworth emphasized the importance of managers reviewing their open purchase orders to make sure all significant anticipated purchases have been requisitioned and that the existing open purchase orders are accurate.

In summary, our operating deficit is projected to be \$1,280,000 versus a budgeted deficit of \$1,476,000, as the net shortfall of revenue of \$650,000 will be more than offset by total projected savings of \$853,000 in wages and benefits.

VIII. CCFS-311Q_Q3

Interim Director of Fiscal Services Pat Killingsworth presented to the committee the Quarterly Financial Status Report (CCFS-311Q) submitted to the State. He noted that the reported totals were consistent with totals presented to FaBPAC previously. He also noted that the major change in the report from the prior quarter was a reference in section VI to the cut on State general apportionment revenue during the quarter as a "significant event" and an expansion of comments in section VII to the revenue cuts and risk of further cuts as a significant fiscal problem that must be addressed. The report is located here: <http://www.solano.edu/administration/fiscal.html>.

IX. Budget Update

Governor Brown published the May Revise earlier that week, Monday May 14, which showing a larger \$15.7 billion deficit as compared to his January numbers of \$9.2 billion. The differences were primarily attributed to lower than expected tax revenues and an increase in Prop 98 expenditures. Given the increased deficit, the now estimated apportionment revenue loss for Solano College stands near \$2.4 million.

Vice President Ligioso asked the group if they wanted to go with the League's proposed budget, Dan Troy's (CCCCO Vice Chancellor of Fiscal Policy) recommendation: "Don't assume the tax package will pass. Picture has gotten worse, \$9 Billion to \$16 Billion deficit".

Ensuing discussions revolved around maintaining the more conservative stance, adopting the League's updated estimate, building in the greater anticipated revenue loss as well as maintaining the 1% deficit factor.

VP Ligioso will bring a draft of the tentative budget, reflecting the above recommendations, to the next meeting, also to be presented to the Governing Board.

X. Vacant Campus Positions

Vacant positions in the FY 2012-13 budget were discussed, comprised of 4 faculty, 9 CSEA, 6 Operating Engineers, and 6 ALG positions. Director Killingsworth noted that while the vacancies amounted to about \$1.4 million, more than half of those positions are currently being backfilled with subs, temps and/or contract hires, such as the Fiscal Director one. VP Ligioso added that the District worked with the various associations and are holding filling such vacancies permanently pending the outcome of the tax measure in November. The vacancy list is available on the F&A Web site: <http://www.solano.edu/administration/fabpac.html>.

III. Strategic Proposal Update (continued)

Kamber Sta. Maria presented her Foster Youth Program budget which had been revised budget to \$17k. Motion (Charlene Snow), second (Jeff Lehfeldt) to approve the revised budget. The motion unanimously carried.

XI. Next Meetings:

June 6, 2012

July meeting date/s to be determined

XII. Adjournment

The meeting adjourned at 4:15 p.m.

From: [Barbara Fountain](#)
To: [\\$ALL](#)
Subject: Fwd: Solano College Code of Ethics
Date: Thursday, May 17, 2012 8:25:15 PM
Attachments: [SCC Code Of Ethics_Informational.doc](#)

Please see below....

Sent from my Verizon Wireless smartphone

Hello everyone,

At the direction of Dr. Laguerre and based on the recommendation of the ACCCJC, a Code of Ethics Committee was formed to complete the attached document. All constituent groups on campus have been visited and received a copy. If Shared Governance approves the document it will go to our Board for approval in June. Please know that it is our intent to publish the Code of Ethics in multiple places for the college community.

Thank you.

Gale Anderson
Admissions & Records Analyst
Solano Community College
4000 Suisun Valley Rd
Fairfield, CA 94534
phone: 707-864-7200



**OFFICE OF THE SUPERINTENDENT/PRESIDENT
SPDIRECT
May 21, 2012**

Dear Colleagues:

We are coming to the end of the 2011-2012 academic year-- a year in which we struggled to make decisions to eliminate a number of classes, positions, and activities we hold dear. As we face the 2012-2013 academic year, our financial prospects do not look any better, however, SCC is now better prepared to address future financial difficulties.

This Wednesday we will celebrate the accomplishments of over one thousand students who have called Solano Community College their home and will now graduate. Graduation is also a tribute to a group of women and men called the SCC faculty and staff who have put their hearts and souls into educating these students, forming them into thoughtful, ethical citizens: literate and skilled.

Meeting with faculty and staff from School of Sciences: As the result of the resignation of Dean Betsy Julian, I met with various members of the School of Sciences. We discussed the replacement of the Dean and the various steps we could take in the interim. The exchange of ideas was valuable and I am sharing the final report with all of you:

Report on School of Sciences Faculty and Staff Meeting Notes

Jowel C. Laguerre, Ph.D.

May 20, 2012

School of Sciences changes:

The Dean of the School of Mathematics and Science has submitted her resignation effective July 10, 2012. I met with several faculty and staff from the School of Sciences who felt that this Dean replacement matter provides an opportunity to consider again, the second College reorganization plan that was proposed recently and to implement a new School by July 2013. If we implement the proposed changes that are being considered, the workload of Dean of the School of Sciences will be alleviated.

Feedback from meeting with Math/Science faculty and staff:

I will bullet the major feedback received from our School of Sciences colleagues as follows:

- The size of the current School of Sciences is too large for a single Dean: perhaps it would be more effective to split the School into one Dean for Math and one Dean for Science during this interim period of July 2012-July 2013.
- Some faculty and staff believe that it behooves us to lower the overall workload for the Dean by splitting the position into two Deans and adding coordinators.
- Before recruiting from outside of the College for permanent Deans, we need to reconsider the reorganization that was discussed earlier this academic year.

Suggested models to replace the current Dean:

- Split the position into two Deans: One for the Sciences and one for Mathematics and Engineering:
 - Have a division of Mathematics and Engineering led by an Interim Dean
 - Have a division of Science (Life sciences, Social and Behavioral Sciences) led by an Interim Dean
- Have a coordinator to support the work of the Mathematics Dean
- Have a coordinator to support the work of the Science Dean.
- or-
- Have one Dean, and one Associate Dean to be able to help the Dean, for example, with evaluation

Current Proposal:

- In the meantime, the proposal I am putting forward to the School of Sciences, Shared Governance Council/FABPAC and the Governing Board is to put in place two Interim Deans and two Coordinators: one for Mathematics and one for Science.

Costs:

The salaries of the two Interim Deans will be covered by the salary of the current Dean and a vacant administrative position. There will be some additional savings which will also help us cover the release time for the coordinators. In other words, this proposal will not negatively affect the College budget for 2012-2013.

Benefits:

- Opportunities for faculty to gain valuable administrative experience
- This model may be evaluated as a College wide pilot as we move forward to reorganize.
- The expectation is for the School of Sciences to be reconstituted by July 2013.

Timeline for action

Activity	Approximate Date	Responsibility
Communicate results of School of Math/Science feedback to all	Monday, May 21	SP Laguerre
Presentation to Shared Governance and FABPAC	Wednesday, May 23	SP Laguerre/VP Liglioso
Advertise positions	Thursday, May 23 (after SGC/FABPAC)	Human Resources
Review of Applications	Tuesday, May 29	Committee
Interviews	Monday, June 4	

Please let me know if you have any questions.

Citizen Bond Oversight Committee meeting: The CBOC met last week to discuss the status of the current SCC bond. The CBOC continues to be pleased with our progress regarding the bond and our 2010 Audit report. Some CBOC members have attended presentations and workshops of the Facilities Master plan to gain a better understanding of the needs of the College.

Solano County Education Initiative: The SCEI met on Monday. Of particular interest was the participation of the newly formed African American Male Scholars group. The latter are interested in collaborating with SCEI beginning with a conference and workshops for young men in October 2012. This integration of the American Male Scholars is a significant step toward meeting the needs of a growing segment of the population that has underperformed in education and has historically not been well supported.

Meeting with Fire Chiefs' Representatives: The Solano Fire Chiefs Association sent three delegates to meet with us. They had a simple message: they love what is going on with the Fire Academy. They are satisfied with the level of training the cadets are receiving and seem eager to hire our students who have completed the Fire Academy training. They praised the College's recent efforts to forge a partnership with the California Fire Department.

Meeting with Judo faculty: I met with Dr. Jimmy Tanaka, our Judo instructor, to discuss the potential for the continuation of the program, to include the following:

- Offer one class a semester for credit
- Move credit students to non-credit for a fee
- Start a contract program to serve law enforcement

These initiatives would allow the discipline of Judo to be more fully self-sustaining.

Retirement and Recognition program: Over fifty classified, faculty, and administrators came together to honor our faculty and staff who will soon retire. We also welcomed back some of our long-time retirees and awarded Emeritus status to more than a dozen of them. At that program, Barbara Fountain was recognized for her diligence as the Manager of the Year.

Classified Staff Recognition program: A hundred or so faculty, staff, and administrators attended the annual luncheon to honor the efforts of our classified employees: CSEA, Local 39, and administrators. The Human Resources Department did a good job putting the program together and ensured that everyone felt welcomed. For her outstanding work and her overall positive attitude, Jill Crompton was recognized as Classified Employee of the Year. Jill is the Administrative Assistant for the School of Sciences.

Greetings to UMOJA Club: Recently, I was afforded an opportunity to greet the UMOJA students as they completed their third year. This program debuted during my first year at the College and has provided educational opportunities for a number of African-American students who would not be able to make it otherwise. Professors McCord and Tucker serve as the mentors to these students and their efforts are paying off. Borrowing from a theme Thomas Trujillo started, I encouraged them to find inspiration from inside, as they are an inspiration to many.

Meeting with Faculty in P.E. and Arts: In association with the Educational Master Plan (MIG) group, members of the faculty leadership (SCFA and Senate), as well as faculty in Kinesiology and Arts, met to discuss how the Education Master Plan might be used to help these disciplines maximize their resources. The faculty and staff shared ideas on how to move forward. Each group has agreed to reconvene over the summer months to continue the dialogue. I want to acknowledge the work Dean Lily Espinosa has done with the Kinesiology faculty as we move forward.

Educational and Facilities Master Plans: *"I am throwing a penalty flag. OK, I'm issuing a yellow card too. Why is it that we have meetings on health insurance enrollment, the facilities master plan, (for some divisions) the educational master plan and the enrollment management plan, and lots of other things - DURING FINALS WEEK?"* (Professor Jim Dekloe from \$ideas). There were many reasons as to why we had to have these meetings during Finals' week, however, I recognized all along we would need to finish some activities now if we are to move ahead with the potential bond. When the faculty and staff return after the summer, there will be opportunities to provide additional feedback to both plans as I intend that the Education Master Plan will be an ongoing project to guide our planning and budgeting decisions. Nevertheless, I accept the yellow card, the penalty flag, and the penalties!

Code of Ethics: Recently, you received a draft copy of a Code of Ethics that has been developed collaboratively by an ad hoc committee. In the Fall, we will hold forums for your feedback to this document. The Code of Ethics is a mandate from the AACJC.

In closing: This year, all of us have made sacrifices that have allowed us to bring our expenses more in line with our revenue. We have our employee groups to thank for their willingness to work together as we embark on the new fiscal year. As the Philosopher Tom Warren stated recently, "We should all be praying to the Education gods that the Governor's tax measure will pass!"

...To all of you: I wish you good health and safety over the summer months. I look forward to your return to SCC to meet the challenges ahead of us, to include the fulfillment of the

Accreditation mandates, to realize the potential for continued reorganization, and to continue your fine work to educate our students.

Finally, I thank each of you for your support of the College and for your support of the collective wisdom of our decisions. I believe that we are working toward a better educational future for all.

Jowel C. Laguerre, Ph.D.
Superintendent-President

"You have brains in your head. You have feet in your shoes.
You can steer yourself in any direction you choose.
You're on your own. And you know what you know.
You are the guy who'll decide where to go." *Dr. Seuss*

Code of Ethics Statement Minutes

Attended: Dale-Crandall Bear, Quent Carter, Thomas Warren, Erin Farmer

8-20-12

The group looked at the initial draft developed in Spring 2012 and reviewed other ethics statements from other campuses

The group looked closely at the Evergreen document.

The group decided to infuse some additional ideas from our discussions and the documents from other campuses into the initial draft to create a revised draft to move forward.

Revised draft will incorporate original draft document and new ideas incorporated. If committee members cannot attend meetings, any online revisions, suggestions should be forwarded. This committee will meet at least one more time: deadline to co-chairs is Sept. 4.

This revised draft will be sent to the Accreditation co-chairs to be sent out to \$ALL for a critique from the SCC College community.

Discussion and approvals will be with Academic Senate, SGC, etc. and final approval rests with SCC Governing Board.

Code of Ethics Committee Meeting

Minutes

8-27-12

Attendees: Tom Warren, Debbie Luttrell-Williams, Quentin Carter

Tom Warren provided a copy of minutes taken at previous meeting held on 8/20.

Our first order of business was to review and approve the timeline for this project

- By Friday, 8/31/12 our group will have completed our final draft and forwarded to Dambrosio/Lewis. They will forward draft to campus community for comments and feedback.
- All collected feedback will be sent back to our committee for review and incorporation of ideas.
- The absolute Final-Final draft of the Code of Ethics will be returned to Dambrosio/Lewis and will be forwarded to the Governing Board by the September 19, 2012 board meeting.

We agreed to review the Draft developed by Tom Warren and incorporate and revise as per consensus

Under Professionality

Debbie recommended that under bullet 5 that we change the wording to read "All College members must be knowledgeable of their respective Contract Agreements and policy manuals." Change the word 'aware' to 'knowledgeable.

Under Bullet 7 discussion was held on how to incorporate Student Services side of the college with the Academic side to be all encompassing.

Bullet item 9 addressing 'attire' was a hot topic and Quentin Carter felt strongly that this should be removed. We discussed ways of reworking the statement, but the feeling of the group is that it should be removed.

All were in agreement on Civility with one capitalization.

Ethicality

Bullet #3 – We agreed to rephrase the second part of the statement and remove the section stating "to see through all subterfuge".

Committee agreed to meet again on 8/30 to complete process of reviewing documents from other colleges and incorporating into our document.

SOLANO COLLEGE:
CODE OF PROFESSIONAL CONDUCT

[Committee Approved Draft, August 27, 2012; College Critique absorbed Sept. 5]

All members of the Solano College community are committed to conduct their activities in a manner that is professional, civil, and ethical. The following are essential elements of each these principles:

PROFESSIONALITY

- Professionals are motivated by a sense of responsibility for the perfection of their respective work. Ideally their work is their calling. Their performances are essentially self governing and require minimal supervision.
- Their written and spoken expression is exemplary of a literary skill that is clear, concise, critical, and often inspiring. In this latter regard, professionals are also leaders.
- Professionals are constantly as self-critical as they are modest in their accomplishments. Their temperament is guided by a spirit of inquiry and curiosity.
- Professionals are experts in their fields, and expressions of their knowledge should never be suffocated by the weight of sterile bureaucratic formalisms and other banalities.
- All College members must be knowledgeable of their respective Contract Agreements and of various policy mandates, College and State.
- Beyond individual work, each member of the College community recognizes a responsibility for the well-being of the College itself; each is an equal shareholder in the integrity of the whole academic institution.
- It is essential to recognize that the spirit of professionalism extends equally to all members of the campus, from students and faculty to administrators and staff. We are all wedded together--science, liberal arts, fine arts, technical arts, human performance education, and students services-- in pursuit of a single ideal: The acquisition of knowledge.
- Specific habits of professionalism include the meeting of deadlines, punctual attendance at meetings, and thorough preparation for all project commitments. Serving the College, whether in the form of committee work or otherwise, is an obligation of each.

CIVILITY

- Civility is the essence of good citizenship wherein individuals treat one another politely-- as equal human beings each deserving of dignity and respect in their dedication to a common cause.
- The practice of civility implies a conduct in language and action that is centered on reason, not emotion or ego. Accordingly, civil discourse and conduct at Solano College represent the very antithesis of the urge for "empowerment" of either individuals or groups.
- Debate, the very hallmark of any academic institution, is always understood as a constructive confrontation of ideas and issues, not personalities and agendas; the spirit of civility aims not at simply winning arguments, but in winning the truth of the matter. The virtue of civility extends to each and every member of the College Community, from student to Superintendent

ETHICALITY

Several ethical ideas arise in the consideration of professional conduct:

- Academic freedom, the time honored principle that demands freedom to pursue the truth as each one sees fit, is at the heart of any academic enterprise.
- Acting on principle, and not self interest, also distinguishes the professional from the mere self-interested partisan or ideologue.
- "Transparency," or simple open honesty, is forever a cardinal virtue in the conduct of collegial affairs; and each of us must be prepared to see through all deceitful transparencies and all other subterfuges.
- Professionalism recognizes that due process, the great legal principle, must govern all professional conflicts and impeachments.
- The College's commitment to the conservation of natural resources reflects the wisdom that there are limits in Nature that must not be ignored.
- It has been argued that the one virtue that makes possible all other virtues is justice, the virtue by which each individual minds his own legitimate business, and only judges others according to each one's rightful due. Equity, the requirement of treating similar things similarly, is embedded in the concept of justice. All Solano College members embrace, at a minimum, this concept of justice.



MINUTES
Shared Governance Council
September 12, 2012
Board Room
2:00 – 4:00 p.m.

Members of the Shared Governance Council:

Minority Coalition

1. Kevin Anderson
2. Karen McCord

Faculty

1. Susanna Gunther (Academic Senate)
2. Gene Thomas (SCFA)

Administration

1. Erin Vines
2. Vacant

Classified

1. Debbie Luttrell-Williams (CSEA)
2. Jeff Lehfeldt (Local 39)

Students

1. Kayla Salazar, Student Trustee
2. Naser Baig

Superintendent/President

1. Jowel Laguerre

Resource Persons

1. Arturo Reyes, EVP, A&SA
2. Yulian Ligioso, VP, F&A
3. Charo Albarran, I/Dir, HR
4. Jeff Lamb, I/Dean, School of LR

AGENDA TOPIC	PURPOSE	Report items	TIME
1. (a) Call to Order (b) Approval of Agenda (c) Approval of Minutes > August 22, 2012	 Action Action	 Approved as submitted. Approved .	2:00 p.m.
2. NeoGOV Revisited – Albarran	Information	Shared information and update on its recent implementation and key features which will facilitate and expedite the employment application process.	
3. Job Description for Director of Career Technical Education – Morinec	Consensus	Thoroughly discussed the CTE Director position. The need for the position, funding sources and the relationship among CTE program needs, grant responsibilities, and oversight and coordination of advisory groups and other particular CTE activities.	
4. Job Description for Marketing Public Relations – Albarran	Consensus	Shared information regarding the potential reclassification of the current recruiter position to include more responsibilities in international sector.	
5. Accreditation Update – Lewis	Information	Dr. Lewis updated the SGC on the activities, progress, and timeline for completion of the follow-up report to the ACCJC. She asked for feedback from the group and requested members and constituency groups to read, comment and provide additional input for the report.	

AGENDA TOPIC	PURPOSE	Report items	TIME
		<p>Dr. Lewis also presented the Code of Ethics document for comment and feedback. The SGC agreed that this document was too long and went beyond the expectations for a code of ethics.</p> <p>The SGC recommended further consideration by the committee and suggested they draft a condensed version that focuses more narrowly on the ETHICAL aspects of the code.</p>	
<p>6. Mission Statement – Cammish</p>	<p>Consensus</p>	<p>The SGC reviewed, discussed and made recommendations for enhancing the mission statement. The group agreed to approve the mission statement with minor recommendations.</p>	
<p>7. Moving to One Meeting a Month – Laguerre</p>	<p>Consensus</p>	<p>Dr. Laguerre suggested the SGC consider meeting once a month in the future, while also requesting an additional meeting this month needed to approve/review the accreditation follow-up report.</p>	
<p>8. Banner Migration – Calilan</p>	<p>Information</p>	<p>There was no report or discussion regarding this matter.</p>	
<p>9. Updates/Announcement: Any and All</p>	<p>Information</p>	<p>None</p>	
<p>10. Adjournment</p>			<p>4:00 p.m.</p>

JCL:js

Next Meeting: Proposed – SAVE THE DATE: September 26, 2012 - 2:00 – 4:00 p.m., Board Room



ACADEMIC SENATE

Unadopted Minutes

September 17, 2012

Board Room 626

3:00 pm – 5:00 pm

1. Call to Order

President Gunther called the meeting to order at 3:03 p.m.

2. Roll Call:

Susanna Gunther, President

Nick Cittadino, Kevin Brewer, Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex officio*, Erin Duane, Tracy Fields, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Teri Pearson-Bloom, Melissa Reeve, Ken Williams
Connie Adams, Admin Assistant

Absent/Excused: Abla Christiansen

Guests: Arturo Reyes, Annette Dambrosio, Chuck Spillner, Gene Thomas

3. Approval of Agenda – September 17, 2012

Discussion: President Gunther requested the following changes to the agenda: she reported that Senator Luce suggested a discussion for a resolution to support Proposition 30 which can be added as item 9.9; Flex Cal Task Force requires the Deans attendance, as does 9.1, so it should be moved up to 9.2; move Accreditation to 9.3; move Mission Statement Modification to 9.4, and; Code of Ethics to 9.5.

Motion to Approve – Senator Cittadino; Seconded – Senator Reeve; Passed as amended – Unanimous

4. Approval of Minutes – August 20, 2012

Deferred

5. Comments from the Public

None

6. President's Report – Susanna Gunther

Accreditation: President Gunther reported that Accreditation, the number one priority, should be looked at considering the best interests of the students and the School for the long-term, not just for the report. She acknowledged the importance of accurately reporting the progress that the college has made and acknowledged that SCC has a good accreditation team in place.

Flex Cal: There may be a mini student equity conference at spring Flex. A task force may be created to take care of inconsistencies related to Flex Cal among the different schools, including what acceptable activities are, what activities to consider as acceptable going forward, paperwork and what it should look like, what Flex is, and who is really in charge of it. President Gunther would like a task force to include Richard Kleeberg, who has done an enormous amount of work around these issues, and Chuck Spillner, Flex Cal Committee Chair.

International English Program: President Gunther hadn't heard about this program until there was an MOU on the Board of Trustees agenda. She would like everyone to be informed earlier regarding such issues.

Faculty Hiring Policy: President Gunther expressed concern that there are two hiring procedures approved by the Board of Trustees, but the procedures have not been strictly followed so policy and action are not in sync. The Academic Senate began working on full-time hiring policy and procedures last year, but with Senate agreement, President Gunther hopes to work this year on the emergency hiring procedure first, which is not on the website and is very out-of-date. The College may need two to four policies; full-time faculty, adjunct faculty, emergency hires, and maybe long-term temporary, unless it is decided that the full-time policy will be used.

7. Reports

7.1 EVP Report – Arturo Reyes

EVP Reyes expressed his agreement with President Gunther's comments, particularly pertaining to the hiring process. He reiterated that there is no process for emergency hiring of adjuncts right before semester begins, rather than the concern that deans weren't following a process. As a result, alterations have been made for last-minute faculty hiring.

Accreditation: EVP Reyes gave a brief update on the Accreditation visit. He recently heard from ACCJC that the visit will be between October 15 and November 15. They have not yet specified the date or time and do not yet have a chair. ACCJC asked for the College's preferences, so EVP Reyes will recommend a date closer to November 15. He thanked the Academic Senate, the faculty, and the SLO Committee for all their work on SLOs. He continues to encourage Gene Thomas to keep making progress and has received replies that the work is continuing. The College needs to address the *Repeatability* issue which CC Chair Conrad may address in his report. The Student Success Task Force is at the Governor's desk to be signed and the assumption is that he will sign it. That will mean changes in how the College operates regarding admissions/records and reporting and recording of student completion. *SB 1440 Transfer Degrees* are also on the Curriculum Chair's agenda for the year. EVP Reyes thanked the Curriculum Committee and Chair Conrad for work towards *deletion* of courses from the catalog that have been listed, but not taught in many years... The deletions will make a significant difference in terms of presenting an accurate picture of where SCC is with SLOs

Enrollment: Enrollments are below what was expected for the semester. EVP Reyes, Peter Cammish, and Pei-Lin brainstormed today as to what the reasons might be. There were more sections but fewer students. Perhaps extreme past reductions led the public to believe there wasn't availability of some courses, perhaps not having summer classes, or maybe what courses were offered when and where affected enrollment. The Enrollment Management meeting on Friday may be rescheduled due to another workshop taking place. EVP Reyes invited faculty to the next meeting, probably the following Friday, to share ideas. Input can also be sent to his office or to President Gunther on how to place and maintain classes on all campuses to reach target numbers. Approximately 250 sections that are productive with high enrollment will have to be added and increases are needed on all campuses. A lot of work will be needed whether or not the tax initiative passes. Input is needed from all departments and the Academic Senate by Friday, September 21, on how to move forward, how to serve students, keep enrollment strong, and meet expectations. This is happening against the deadline for spring schedule development, and the College would like to avoid rushing schedule development. Ideas for participation in discussion included a forum or faculty attendance at the Enrollment Management meeting. Sections need to be added for next spring. If summer classes are held, some of those can count backwards if absolutely needed, but it would be best to add as many sections as possible and meet our enrollment numbers in the spring. In response to queries if the elimination of summer school affected the numbers and would result in SCC's FTESs being re-benched, EVP Reyes noted that when money isn't available for summer, it can't be run. The summer decision was budget based and the re-benching would be coming from the lack of state funds, not from the College not meeting the numbers. Senator Pearson-Bloom queried if it is too late to add late starts for October that a lot of students are requesting and how online classes are being counted. Charlene Snow replied that online classes are counted from where they originated. Hybrid classes with one face-to-face meeting at the centers count as long as meetings are for orientation or lecture classes, but can't be counted if the on-site is just for an exam. Senator Reeve pointed out that it is difficult for faculty to attend morning Enrollment Management meetings. EVP Reyes indicated that the time may possibly be changed. Senator Brewer asked if the approximately 250 new sections would be taught by adjuncts. EVP Reyes confirmed that would be the case for spring as there would be no time to hire full-time instructors.

7.2 Sub-Committee Reports

7.2.1 Basic Skills – Melissa Reeve

Coordinator Reeve reported that the Committee met last Wednesday and she is working on the year-end report due to the state the beginning of October. She pledged to S/P Laguerre that he will have more than 24 hours to read and sign it. The report requires looking forward and back over the last five years with comments on results and what would have been done differently. The Committee discussed what cohort to select for the cohort tracker on the Chancellor's Office site and the reasons why that cohort was chosen. Most of the Committee's focus is on reporting and deciding on what cohort to work on.

In the next month the Committee may launch another opportunity for BSI grants. They have to account for the budget for the coming year, and haven't allocated all of the funds yet. Some small projects were funded over the summer and this fall. They will be looking for people to propose spring semester projects. The idea for a student equity conference for spring flex came up in an ASC Task Force meeting, when it was discovered that there are various groups on campus working on different contracts related to addressing student achievement gaps and equity

issues. This would be an opportunity to bring everyone together and involve more faculty by making it something the entire faculty can participate in.

BSI had two major launches last spring: seed money began the FYE (First Year Experience) pilot and Diane White was hired as the ASC Coordinator. Brenda Tucker is overseeing FYE. There are some growing pains, the people who wrote the proposal aren't currently involved and everyone is new. They are discussing how to make resources funded through the proposal process available to students. Students are all enrolled in Corrine Kirkbride's math class together and are either in English with Melissa Reeve or Josh Scott. Brenda Tucker works with those three instructors on some collaborative assignments and they discuss results, issues and actions. They have been in communication with Brad Paschal who spent a lot of time researching FYE. Often half of the basic skills students generally are lost and improvement is needed. There are currently 40 students enrolled in FYE. There are questions to answer as to how everyone can stay together and if they should, depending on success in courses, and what it means for the program and chances of success. Students have recently had their first paper and mid-terms due and it is a critical time to see how participation in this program will be different from just having the classes. The social aspect was obvious immediately as students began functioning as a unit more (they are together 10 hours per week) than you typically see but that can't be the only improvement. Charlene Snow pointed out that, if students do well in Math 104, they could take college algebra, stats, or math 30 or 31, so there are three different directions to move forward.

7.2.2 Curriculum – Joe Conrad

Course Deletions: The Committee approved a resolution last week to delete 92 courses from the catalog that have been inactive for years or never taught. Many of the courses were electives for various programs and every instance of those courses needs to be removed from the catalog. Chair Conrad has gone over about 20 different program modifications to delete courses from programs. The next step is to make sure programs are properly updated and most won't be an issue. He has and will contact people as needed as the process continues.

Associates Degree for Transfer: The College has one degree waiting at the Chancellor's Office which will be on hold until they switch to a new computer program. Communications Studies is in the queue, Art History is very close, at least half a dozen are at various stages in the pipeline, and a few others will need to be done as well. After the deletion work is completed, Chair Conrad will go through the list of state TMC aligned degrees, compare what the College offers, and let everyone know what is expected. By the end of next year, the College must have 100% of anything eligible for transfer degrees available for students.

Repeatability: This is the most complicated issue. New *repetition* rules are in place now for how many times students can repeat courses they have not successfully completed. *Repeatability* affects students' options to repeat courses they have passed. The College now has 350 courses in the catalog that are repeatable. When the new rule takes effect next fall there will probably be 30 or less. Only three types of courses will be repeatable: if required by UCs or CSUs to be repeatable at the community college level; intercollegiate athletics courses and conditioning courses for those sports, and; intercollegiate non-athletic competition course (Speech and Debate is the only SCC course that fits this category). All courses that do not fit into those categories will have to be changed. Title 5 will allow students to repeat courses only if repeatable or if a student satisfies a condition of special circumstance that allows them to repeat it. There will be a much smaller list of courses, but the list of exceptions will expand to include some of the things that use to happen. An exception example would be Adaptive PE which won't be repeatable but an exception would allow an individual student to repeat it if they are an adaptive student taking an adaptive course. Job related mandated training could also be an exception if the student is taking it for that reason. Students will have to file paperwork for any exceptions. Because of open enrollment for students, any student can take adaptive or job training courses once. If the course is repeatable, it means any student can take the course and repeat it. Chair Conrad has contacted Barbara Fountain as exception forms will be needed. By next year all changes in repeatability will have to be completed and a list sent to the state of what is repeatable and why. That will be the easiest part of the process. The more difficult part will involve faculty decisions to create opportunities for students by making other arrangements such as leveled courses. Three classes created from a three-unit course would have to show how they include distinctly different content. New Section Ks, outline course of record, will need to be distinct for each level. Theoretically, under the old rules, it would show what would happen the second and third time a course is repeated, but that no longer will be enough. There have been many warnings at state-wide meetings to not push the envelope on that. Courses currently called repeatable under Title 5 are also known as activity courses, such as kinesiology, arts, etc.

Also, students will only be allowed to take four courses within a "family", so if there are courses called Art 1 – 8 in a family, only four of those can be taken. Families will be extended to all activity courses. Currently, there is no universally accepted definition of what a family is. For example, would painting be one family or would watercolor be separate from oils and acrylics, etc.? A Curriculum Committee general resolution will be helpful to remove most

of the currently repeatable courses. Families can be defined locally, but it will be an issue for Banner. It has not been clear statewide and there are questions emailed daily. Banner will be a logistical answer that will need to be ironed out.

Comments/Questions: Senator Reeve noted that there are some English courses with labs that have different course numbers that can be a co-requisite to a lecture course or a free-standing version. They are essentially the same course but students can sign up two different ways. She queried if it could only be taken as a co-requisite or free-standing and not both. Because of the nature of lab courses, students can take similar courses with progressive materials. Senator Reeve explained that assessments are done at the beginning of semesters and students in the same course number have different materials and work. Students repeat labs in developmental areas in English to improve their skills by doing different tasks. Chair Conrad replied that they would need separate section Ks. The course outline for a co-requisite has to be different from free-standing the same way as English courses. As of changes made last year, math labs are tied in to courses and are not separate. Chair Conrad reiterated that repeatability is something that can be changed in one or two Curriculum Committee meetings, but to replace courses with levels will take faculty months. He asked everyone to speak to their constituents about this issue. Changes may not be needed next fall, because courses in place could be the first levels, but need to be worked on in time for spring 2014 at the latest. He'll see what is distilled by the October 13 regional Curriculum meeting at Consumnes River College. Auditing has been suggested for students to repeat courses but the schools lose money. The bottom line is that the state is tired of paying for repeats. Dean Morinec noted that nursing has a skills set course that is a co-requisite and students take up to ½ unit each semester. Chair Conrad clarified that should be acceptable for variable unit classes until the two units of the co-requisite are completed, or whatever number completes the class.

Senator Cittadino queried if pressure could be put on the deans for more transfer majors since CSUs will not be taking students in the spring unless they have an AS-T or AA-T. He queried how to prioritize. Chair Conrad responded that transfer degrees aren't equally easy or difficult to create. Some are close to what the College already has and some aren't. Faculty in those programs will have to decide. Dean Lamb noted that in Liberal Arts part of the Curriculum Review will be to take a look at TMCs that are now mandated. The department came to an agreement on the Studio Art degree which is moving forward. The School of Liberal Arts has ten degrees now in the pipeline and three more coming forth.

7.2.3 Distance Ed – Dale Crandall-Bear

Accreditation: Accreditation Recommendation #6 addresses DE and the Committee is working on DE Program Review, which flows together with Senator Obegi's work. There will be a separate section in PR for a DE comparison.

Student Survey: The Committee is also working on a comprehensive survey of online students and compiling questions with Peter Cammish.

Faculty Training & Professional Development: This is another major DE issue because Pearson had a class for faculty to learn to teach online in the old arrangement, but under current arrangements that is not available. The Committee is looking at the opportunity to develop internal training for instructors to teach online. They are also considering ways to have an online professional development program. One idea is that veteran online instructors would be expected to devote some of their optional flex hours to related workshops. Chair Crandall-Bear is working closely with the ASC because the mandate is that if services provided for onsite students need to be available for online students as well. The question is how to implement those services.

Pearson Integrated LMS Program: Work with Pearson has begun on how to launch the new optional program in spring 2013. Chair Crandall-Bear is preparing information for faculty.

7.3 Treasurer's Report

Senate Treasurer Jaimez reported the account balance is \$8031.09. No recent deposits or withdrawals have been made. Five checks from 2009 that were never deposited will be reissued, which will add \$608 to the account. President Gunther announced that the State Senate Plenary will be held November 8-10 in Irvine. She will be attending and hopes two other Senators will attend, per S/P Laguerre's promise to fund three participants at this conference.

8. Action Items

8.1 Program Review Task Force

Senator Obegi presented an update. Committee membership was discussed at the last meeting. Since then she met first with S/P Laguerre and then Peter Cammish to review drafted documents. They gave her a few points, overall were pretty satisfied, and a few ideas were suggested. Senator Obegi also met with DE Chair Crandall-Bear to get DE fully integrated. Before work can move forward, a meeting with the Deans and EVP Reyes will be held on Oct 9 to

obtain their feedback, per S/P Laguerre. One of his concerns was her suggestion that each school would review all of their courses in one year which could be an overload for the School Deans. He suggested that it would be better to review a few programs from each school within a year. The decision will affect committee membership. Discussion previously concluded with two faculty members from each school and the dean from the school up for review on the committee as well as the dean whose review would be next. Membership can be voted on once the review timeline is decided. A task force could be established to look over reviews and send information out to all faculty. Part of the 10+1 will affect the way Program Review is done. It used to be one page but will now be more extensive. Because the new PR process needs to be in place next year, training will be needed this spring. Data will be needed and the Academic Senate and faculty will need to review it before beginning PR work.

When information is entered it will go into a database. Peter Cammish will make it easy to access, but time is needed to put all systems into place so it is up and running. Senator Obegi will send information out to the faculty to review very soon, request input before meeting with the Deans, obtain their input, and then it can be voted on October 15 or another meeting scheduled to vote so everything can be ready to begin in the spring.

Comments/Questions: President Gunther noted two things that have come up around campus. The first idea was an opportunity to have a pilot, similar to the Canvas pilot. One or two programs, or one program in each school, could be piloted to run through the kinks as a live process to prevent difficulties when PR is begun in a lot of programs. This good idea came from Gene Thomas. Another thing that came up was regarding ramifications of the definition of program and the discontinuance policy. During the summer the term programs was redefined for SLOs: a certificate or degree is associated with it. The College can decide on its definition for SLOs, but in Program Review that or another definition, such as that used in the Program Discontinuance policy might be more applicable. The new definition used for SLOs and Accreditation is accepted by the Chancellor's Office. Some issues could arise based on how programs are defined. For example, the engineering program is not really a program according to the definition used in the SLO process and people need to be cognizant of this issue. To incorporate these things maybe wording defining a program should be put into program review. Dr. Conrad pointed out that Title 5 has a different definition which may be more appropriate. The Engineering Program is an organized sequence of courses that meets one of the following: gives a degree or certificate etc. or prepares for transfer and Engineering meets that definition. Anthropology would be different as most students take it as a GE class, not for transferring. Senator Obegi noted that S/P Laguerre wants that discussion brought back to faculty to come up with what their definition would be based on their programs and that's why she didn't put a specific definition in the proposal. Some programs can be placed under one umbrella. Senator Cittadino noted that in major classes for UC requirements, even if it is not a program for a specific degree it may still be a class students need to take. Senator Reeve added that in Basic Skills sequences, the entire ESL program is exclusively a program. It doesn't lead to a degree but it leads to a different program in English. Both math and English have Basic Skills sequences that are part of their program and Senator Reeve raised concern that nothing addresses those pathways. She added that PR Handbook item 2.13 should also note "if applicable". If the English department review only addresses students moving through majors, 99% of the students would be left out. Senator Reeve also queried how DE is defined as a program when it is just a different modality. DE Chair Crandall-Bear responded that he used the term generically because DE is a collection of courses that need to be reviewed.

President Gunther concluded the discussion and noted the need to get faculty and CTE input which can be sent to Senator Obegi. The Senate can vote on creating a task force to look through Program Review as written. SLO Coordinator, Gene Thomas, stated the outcomes are to inform Program Review, which in turn informs planning. Very little of that has been done. He requested that the Senate pilot this procedure in order to document our progress for Accreditation and demonstrate that we are moving in the right direction. As President of the Faculty Association, he expressed concern about time requirements for review of programs where there are many adjuncts. The institution needs to do something to support programs only staffed by adjuncts. Senator Obegi replied that S/P Laguerre is on board for reassign time for the lead writer.

Motion to establish a PR Task Force to review and analyze suggestions for the Program Review process – Senator Obegi; Seconded – Senator Parrish; Passed – Unanimous

9. Information/Discussion Items

9.1 Faculty Hiring Prioritization – Arturo Reyes

EVP Reyes suggested, for the sake of time, Senators could begin by asking questions about specific positions. The list is the result of the Deans individually ranking the 25 positions. It is based on the assumption that if the tax doesn't pass more money will not be received. Positions in limbo right now are also included, such as anthropology that was

already approved. Money was allocated but the College is waiting to see if the funds come through in November. If not, those positions wait until spring.

Senator Reeve queried why the English BS temporarily filled one-year position wasn't included on this list for a permanent position. Dean Lamb responded that the assumption was that the position would continue. EVP Reyes added that this list was the prioritization of what was received from the Deans. President Gunther agreed with Senator Reeve that the potential hire should be full-time. EVP Reyes stated his understanding was that it was already assumed to be hired so it is not on the list. President Gunther opined that was not a reasonable assumption and that BS math should have been submitted to be placed on the hiring priority list as well. She queried the Deans if any of the positions were required by regulations or law. Dean Morinec replied that Tracy Fields is working to meet the standards for the OB content expert position. Senator Fields added that the nursing faculty is down 40% from four positions that should have been hired over the years. The current nursing staff has taken on the overload and is overwhelmed. Dean Morinec clarified that one position had been hired but the applicant did not meet the content expert criteria in spite of the fact that the position was placed on the priority hiring list during the last cycle with the understanding that there was a legal requirement that the position be filled as listed, and instead a candidate was chosen by the hiring committee based on skills but without the OB content requirement.

EVP Reyes explained that this is a new process, so the rankings should be looked at based on their own merits and independent of where they were last year because things change such as when someone retires. He reminded Senators that this is a conversation and feedback is requested for this process. It is meant to be transparent. Last year EVP Reyes was comfortable making changes after Senate discussion. President Gunther questioned having two English positions in the top 5-6, with one position added during the Senate meeting at the "zero" position, and noted the biology non-major has been on lists for nine years. Senator Obegi added that, following the PR discussion, it was important to note that sometimes the serious commitment to programs on the campus must be questioned and the need for full-time faculty considered, such as in Horticulture and Anthropology. CTE Dean Morinec pointed out that a real strong mission of California Community Colleges is to ensure students are trained for the workforce of tomorrow. Dixon is looking into entering an agreement with a studio from down south to have movie making ability in Dixon, and auto tech, graphic design, horticulture, office tech, and CIS are programs which prepare students for the workforce. President Gunther added that graphic art design will have wonderful new facilities, but there is no one to develop curriculum or teach in those facilities. EVP Reyes clarified the list is based on the tax not passing. If it does, some of the positions will be removed from that list as they will be hired in spring and everything else will be moved up accordingly and there could be opportunity to also hire farther down the list. Last year the list was limited to eleven as it was expected at least six or seven could be hired.

Prioritization was based on documented data which included positions that haven't been hired over many years. President Gunther asked if nursing could be hired through use of the Perkins Funds. Dean Morinec cautioned that with categorical money, if it goes away, the position goes away. She emailed the Chancellor's Office to find out how long a position could be funded and added that it would not supplant the general fund. If it could be built into Perkins plans as a current priority, a position could be filled for a certain amount of time, but she reiterated that, if the economy doesn't turn around, if priorities change, or if the College doesn't incorporate it into funding, it will fall away. That has happened at numerous colleges throughout the state. Faculty lose jobs, students lose courses and the opportunity for program completion. Senator Pearson-Bloom added that for hiring purposes, it is required to show how positions are funded and a good pool would be unlikely if applicants see that.

EVP Reyes agreed to look at modification of the list to align with Senate input. Interim Dean Moore pointed out that Horticulture is incorporated into facilities bond money, there are grants that need to be filled out, and there are only adjuncts who have put in a tremendous amount of work over the years.

President Gunther objected to the process which left off the temporarily filled Basic Skills English position because of the assumption it would become a permanent position, and on the resulting addition of it at a non-existent "0" position. Joe Conrad mentioned that the English BS position was below Nursing and Math BS on last year's priority list as approved by the Senate. That list was later changed by administration.

After more discussion, Senators agreed on the following revised ranking: #0 BS English at the top of the list; #1 Nursing (not OB, depending on if Tracy qualifies); #2 Anthropology; #3 BS Math; #4 Auto Tech; #5 Biology non-major; #6 Political Science; #7 Horticulture; #8 English; #9 Biology – Anatomy/Physiology, and; the remaining positions would continue as they are.

Motion to accept the list as revised – Senator Cittadino; Seconded – Senator Parrish; Passed – Unanimous.

9.2 Accreditation Draft – Annette Dambrosio

Professor Dambrosio reported that work is continuing and she will be back in a week for Academic Senate approval. The truth is incumbent on everyone to check out what has been written. The writers receive what was submitted and they need to know if information or evidence is incorrect or if changes are needed. They are still writing on Planning and SLOs as fast as they can, and faculty are submitting as they can. Student Services is pretty complete. Banner will be down all next week which won't help anyone with this. The final report that will be brought for approval next Monday will be somewhat changed but nothing of substance. Professor Dambrosio raised concern that there haven't been many people on Accreditation My Groups. Scott Ota updates the web regularly and will have posted whatever is available next week. Everyone is responsible to read and send input if anything is needed including corrections. Some of the documents are enormous with evidence and she has been working on placing some evidence in separate documents.

9.3 Emergency Faculty Hiring Policies & Procedures – Charo Albarran & Immaculate Adesida

No discussion due to time constraint

9.4 Flex Cal Resolution – Richard Kleeberg

Deferred

9.5 Flex Task Force

Deferred

9.6 Mission Statement Modification

The Mission Statement and Ethics Code are separate and may be reported differently to accreditors. The Mission Statement Modification (docs distributed at meeting) went through PERT and Shared Governance Council. There were probably no huge edits.

9.7 Code of Ethics

President Gunther reported that the Code of Ethics Committee prepared a one-page document last spring. There was some dissatisfaction in the Committee and it was rewritten and became the two-page document (both docs distributed at this meeting) that went to Shared Governance. It wasn't passed and President Gunther was unsure of what to do with respect to the two documents. She decided to bring both to the Senate for consideration and requested Senators review and send comments before a vote for approval at next Monday's Senate meeting. EVP Reyes reported that SGC recommended the document be returned in a more precise one-page format about ethics and not include practices beyond that. It was unclear if the document should be approved at that point. Professor Dambrosio clarified that the co-chairs sent out a second document after the Committee resigned. Accreditation requested the Code of Ethics, but it is a recommendation, and the report could state that it is being worked on. EVP Reyes suggested that these items were just informational today. If some agreement occurs in the next week, then a vote of approval could be made on what you have seen with some slight changes. He can forward to President Gunther recommendations from SGC.

9.8 English International Program

Deferred

10. Action Reminders

11. Announcements

12. Adjournment

Motion to Adjourn – Senator Reeve; Seconded – Senator Parrish; Passed – Unanimous
Meeting adjourned at 5:05 p.m.