

## **Statement on Report Preparation**

Evidence 0.1: Accreditation Press Release, Feb. 13, 2013.....	2
Evidence 0.2: Accreditation Self-Study Coordinator Job Description.....	5
Evidence 0.3: Accreditation Task Force Minutes, Aug. 19, 2013.....	7
Evidence 0.4: Email to All, September 6, 2013.....	9
Evidence 0.5: Academic Senate Minutes, Sept. 16, 2013.....	10
Evidence 0.6: SGC Minutes, Sept. 25, 2013 .....	16
Evidence 0.7: Governing Board Agenda, October 2, 2013.....	18



4000 Suisun Valley Road  
 Fairfield, CA 94534-9137  
 Phone (707) 864-7000  
 www.solano.edu

# Press Release

Contact: Shemila Johnson  
 Phone: 707.864.7000, ext. 4693  
 Email: [shemila.johnson@solano.edu](mailto:shemila.johnson@solano.edu)

FOR IMMEDIATE RELEASE  
 February 13, 2013

## Solano Community College Gets News from ACCJC

FAIRFIELD, CA, FEBRUARY 13, 2013: Solano Community College has received the letter it was waiting for from the Accrediting Commission for Community and Junior Colleges (ACCJC). While the College continues to be on Warning status, the least severe sanction issued, the letter and the ACCJC Report show that faculty and the Board have made remarkable progress in addressing all the issues in a short period of time. “There remain very few issues to address and we are certain that these mandates will be satisfied by the next ACCJC visit in October,” said Sarah Chapman, Governing Board President. “Although we would have loved the sanction to be lifted completely, this is the best alternative news we could have received,” she continued.

### Expectations Met:

The Commission found that the College has made tremendous progress since its October 2010 visit. In particular, SCC was given kudos on the following areas:

- **Recommendation III: Student Learning Outcomes (SLO’s).** The team concludes that the College has accelerated its efforts leading to the assessment of student learning outcomes (courses, programs and institutional) and service area outcomes, and has provided training in these areas. The team concludes that SCC has fully met the expectations of Recommendation 3.
- **Recommendation IV: Personnel for Research.** The College has acquired key personnel and advanced data query and reporting tools and improved its planning and resource allocation processes. As a result, the College is routinely using data in all integrated planning processes and to develop a culture of evidence in all decision making. Moreover, the Team is impressed with, and recognizes, the wide-spread support of the Institutional Research department as it has quickly become an invaluable resource for reliable, consistent data. The Team concludes that the College now meets the Standards

cited in Recommendation 4 and has resolved the issues that are noted in Recommendation 4.

- **Recommendation VIII: Center Services.** Solano Community College has been responsive to Recommendation 8. Since receiving the recommendations from the 2011 Evaluation Team, the College has notably expanded its services to students at its two centers. Before that visit the College had developed strategies to assure that student services for students at the centers would have a clear voice in the College's decision-making processes. In addition, the provision of equitable services for students at the centers is part of the College's strategic plan. Within the context of its strategic plan, the College has recognized the weaknesses in its current processes for evaluating student services at the centers and is in the process of improving those evaluation processes. In response to this recommendation, Solano Community College undertook strategic initiatives to improve its library services and to improve tutoring at the Vacaville and Vallejo Centers. The Team concludes that Solano Community College has responded fully to Recommendation 8 and now meets Standards II.B.3; II.B.3.a; and II.C.1.

### **Progress made, more work to do:**

Despite the tremendous progress, SCC still has areas it needs to improve upon immediately to satisfy the Commission. The areas of improvement are as follows:

- **Recommendation I: Mission Statement.** The College has taken timely and appropriate steps to resolve the issues included in Recommendation 1. The Mission Statement is being revised in a well-organized and highly participatory fashion involving all of Solano Community College's constituent groups. The revised Mission Statement will appropriately reference who the College's students are and the importance of their learning. The College's publications consistently present the same mission statement. And, it is clear that the Mission Statement drives the College's Strategic Plan which, in turn, serves as the lynchpin for integrated planning. The Board of Trustees had not considered the revised Mission Statement at the time of our visit, although the Revised Mission Statement has subsequently been approved. The team concludes that Solano Community College has partially met Recommendation 1.
- **Recommendation IX: Code of Ethics.** Solano Community College has put a good deal of effort into developing a Code of Ethics. However, it appears that the process has bogged down. We conclude that the College needs to find a way out of the apparent impasse and set a clear deadline for approval of a Code of Ethics by the Board of Trustees. The team concludes that Solano Community College does not have "a clearly, written code of ethics for its personnel," and the College is working diligently to develop a code of ethics but has not yet completed the process at the time of the visit.

As a part of the customary process of the Accreditation cycle, Solano Community College will submit a follow-up report in October of 2013. "This is very good news for the College. We had a tight timeline and we accomplished so much that the Commission has allowed us to continue to complete our work and has given us additional time to do so. The majority of our issues have been fully resolved since the ACCJC visit," said Dr. Jowel Laguerre, Superintendent-President

of Solano Community College. He added “The College is clearly making the necessary progress to resolve all issues. Thank you, faculty and staff, who have worked so hard to maintain the reputation of Solano Community College.” Laguerre also praised the community, as well as the hard working Governing Board, “for their ongoing commitment to the citizens of Winters and Solano County.”

**About Solano Community College:**

The College has served as the preeminent educational institution in Solano County since 1945 when it was founded as Vallejo Junior College. In the early 1970s, the College moved to its present Fairfield site, and is currently serving over 20,000 students throughout the academic year.

In addition to the main campus in Fairfield, the College has one Center in Vacaville, and one in Vallejo. To further serve the community, SCC offers courses at Travis Air Force Base, and operates a School of Aeronautics at the Nut Tree Airport.

Currently, Solano Community College offers Associate Degrees and Certificates in various disciplines, to include transfer courses to CSU and UC, and provides training in several trades. For more information, please visit us at [www.solano.edu](http://www.solano.edu).

-END-



## EMPLOYMENT OPPORTUNITY

### ACCREDITATION SELF-STUDY COORDINATOR - #F13-41 Release Time Assignment

**30% -100% based on need and funding**  
**Application Deadline: February 27, 2013**

**Position Description:** Solano Community College is seeking among its full-time faculty an individual to provide leadership for the development and completion of its Accreditation Reports and its Comprehensive Self-Study in 2015-2016. The coordinator will report primarily to the Vice President of Academic Affairs and the Superintendent/President of the College. This is a variable released time assignment based upon the District's need to address a possible variety of accreditation responsibilities, reports and deadlines that may develop.

**Length of Assignment:** The duration of this District-wide assignment runs from approximately, March 1, 2013 and ends after the team visit in November or December 2016. Should services be required during summer breaks, compensation will be in accordance with the provisions of Article 20.104 of the Collective Bargaining Agreement and graded depending on activities being undertaken, with Summer 2013 requiring approximately 20 hours per week.

**Responsibilities & Duties:** Supports the Vice President of Academic Affairs to:

- Maintain the overall structure and timeframe for the self-study effort.
- Organize coordinate, and facilitate any ACCJC required report, to include the self-study process.
- Coordinate activities with and support activities of the Student Learning Outcomes Coordinator, the Accreditation Chairs and the Self-Study Steering Committee.
- Review and implement the self-study plan, including detailed timeline for each subcommittees
- Determine needed support resources (finances, clerical help, etc.) and make recommendations to the Vice President and Superintendent President regarding those resources.
- Lead the effort for evidence gathering and the set up of the evidence room.
- Help to engage appropriate areas in the self-study and gathering of evidence and data and ensure adequate progress is made.
- Assist in problem solving.
- Seek closure on items of deliberation.
- Ensure that subcommittee work is an accurate representation of all constituencies.  
Assemble Committee documents into a comprehensible, unified report
- Write the Report.
- Receive, review and disseminate all information from ACCJC and the Evaluation Visit.
- Provide updates to Superintendent/President, the Vice President of Academic Affairs, the Academic Senate, the Shared Governance Council and the Governing Board.
- Prepare for team visit with support of appropriate administrative assistant (reservations, meals, supplies, computer access, etc.).

- Be available to the Evaluation Team during its visit.
- Be familiar with the *Handbook for Accreditation* and serve as a resource and resident expert on the handbook for the College.
- Provide an orientation for the faculty, staff and other interested parties.
- Participate in a self-study coordinator training when available
- Direct and oversee the completion of the self-study report

**Eligibility:** Applicants must have Affiliation with Solano Community College and hold a Master’s degree. Successful candidates will have the following abilities and experience:

- Proven communicator
- Knowledge of and tolerance for technology
- Diplomatic and courageous
- Experience working with faculty and or staff
- Prior participation in the self-study process
- Hard working

**Application Information:** Submit an Academic OR Classified Employment Application **OR** a current resume **AND** the Request for Consideration (the lower portion of this announcement) by the application deadline to the Human Resources Office, Room 616.

## REQUEST FOR CONSIDERATION

**Application Deadline: February 27, 2013 or until filled**

Please consider me for the **Accreditation Self-Study Coordinator** position. Attach an updated Solano College Academic OR Classified Employment Application or a current resume.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**ACCREDITATION TASK FORCE MINUTES (Adopted)  
AUGUST 19, 2013 (12:00 p.m. to 2:00 p.m.)**

In attendance: Susanna Gunther, AS President; Gene Thomas, SLO Coordinator; Jim DeKloe, SCFA President; Debbie Luttrell-Williams, CSEA President; Roger Clague, CTO; Dean Peter Cammish; Dean Shirley Lewis; Dean Jerry Kea; Professor Kevin Anderson; Dale Crandall-Bear, Coordinator Distance Education; Trustee Sarah Chapman, President SCC Governing Board; President Jewel Laguerre; IVP Diane White; Annette Dambrosio, Accreditation Coordinator. Interim Vice President Nona Cohen-Bowman stopped by briefly to be introduced to all.

The meeting began at 12:20 p.m. with Dambrosio providing an overview of Accreditation progress to date. When she began her Accreditation work in mid April, she immediately contacted all Committee Chairs who were in charge of Reports wherein SCC remained on sanction, i.e., Equity and DE. She also met and corresponded with various other chairs to address the tasks that needed to be done and to provide any support needed. Over the summer, time was spent researching reports from other colleges, reviewing various models that pertained especially to Equity planning, and reviewing ACCJC standards. A major project was the examination of SCC Accreditation Reports since 2009, the purpose being to document recurring concerns at SCC that must be addressed now and in the future.

July 22 was the initial deadline for draft reports and few were submitted. Subsequent deadlines were August 5 and August 12. To date, not all drafts have been submitted. Of most concern is the fact that Equity Plans need to be finalized, approved, and integrated in our Institutional database. Completing these plans has been particularly challenging as the Chair Vines is no longer at SCC and Chair Albarran is on leave.

Dambrosio emphasized the need for collecting evidence and the need for the College to “institutionalize” Accreditation. We need to build, for example, an online repository wherein all College employees could easily deposit evidence. She emphasized that Accreditation efforts need not be so difficult and that the College needed to reduce the flurry of last minute evidence collecting and frantic report writing. Various suggestions emerged regarding SCC’s needs to institute common structures, e.g., Shared Drives for our various Schools, and common protocols, e.g., all syllabi posted in Shared Drives should include some common elements (SLOs, Office Hours, SCC attendance policy, etc.), all documents must have dates, and minutes and agendas should be posted regularly for various groups. Eventually, she hoped to establish Standing Committees for Accreditation to ensure that work was ongoing and that SCC would no longer worry about sanctions of any kind. Dambrosio’s ideal would be to institutionalize continuous self-study at SCC.

Additional suggestions included building a Website dedicated to Accreditation, the possibility of eliminating My Groups and various WIKIs. Many were concerned that

documents are not easily accessible at SCC. In the meantime, Clague and Thomas volunteered to work together to examine School Drives for ease of use and to create a memorandum explaining how to use Shared Drives (and email to ALL). Gunther will ask the Academic Senate to initiate dialogue pertaining to the inclusion of common elements for syllabi. Luttrell-Williams reported that Administrative Staff were meeting to discuss ideas pertaining to sharing resources. DeKloe suggested that the Accreditation Task Force work to educate the College community concerning protocol regarding the upcoming ACCJC visit. A common concern was ease of use of technology and common standards for record keeping.

The last portion of the meeting was dedicated to Committee Chair reports. Dambrosio emphasized that completing this year's Accreditation Report was urgent because of the two-year rule to remove all sanctions. The timeframe to finalize our 2013 Follow-Up Report is brief and much work needs to be completed by September 5. After this semester's work is complete, it is her intent to totally restructure Accreditation efforts at SCC as we begin to institutionalize the entire process and prepare for our Self Study in 2016.

The meeting was adjourned at 1:55 p.m.

**The next meeting will be Sept. 16, from 11-1, Room 234, Campus Lane (one week later than suggested). President Laguerre will provide lunch.**

---

**From:** Annette Dambrosio  
**Sent:** Saturday, September 07, 2013 12:25 PM  
**To:** \$ALL  
**Cc:** Nona Cohen-Bowman; Jowel Laguerre; Diane White  
**Subject:** ACCREDITATION: DRAFT SCC STAFF EQUITY PLAN (EEO PLAN)

6 September 2013

Dear Colleagues,

Attached is the **DRAFT** SCC Staff Equity Plan (also referred to as the EEO Plan).

The DRAFT EEO Plan was approved on September 5, 2013, by SCC's Equity and Inclusion Advisory Council (E.I.A.C.), a group that has been instrumental in recommending suggestions to the Human Resources (H.R.) Manager. The H.R. Manager is responsible for writing the Staff Equity Plan (EEO plan) for the College.

The EEO Plan will be reviewed by the Shared Governance Council this week and forwarded to the SCC Governing Board for review and action on September 18, 2013.

Please email your suggestions to me: [adambros@solano.edu](mailto:adambros@solano.edu) and use the guidelines below:

- Use ACCREDITATION as your subject heading in your email
- Cut and paste specific areas and email to me with with comments (I prefer to not use the editing tracking system. Choose a color other than RED (MY NOTATIONS), please.

- OR - Simply send me comments pertaining to a specific page (s).

As I receive your suggestions, I will collaborate with Nona Cohen-Bowman, Interim Associate Vice President of Human Relations, who is currently serving also as Human Resource Manager. We will amend the EEO Plan as needed.

**IF YOU HAVE EVIDENCE, PLEASE SUBMIT AS AN ATTACHMENT ONLY, SO I CAN MOVE EVIDENCE DIRECTLY INTO THE ACCJC EVIDENCE FOLDER.**

**PLEASE SEND ALL COMMENTS BY SATURDAY, SEPTEMBER 14.**

If you wish to speak to me in person, email me and I will contact you.

Thank you for your assistance.

Sincerely,  
Annette Dambrosio  
SCC Accreditation Coordinator/Writer)



## ACADEMIC SENATE

### Minutes

September 16, 2013

ASSC 1421

3:00 pm – 5:00 pm

**1. Call to Order**

President Gunther called the meeting to order at 3:04 pm

**2. Roll Call:**

Susanna Gunther, President

Sabine Bolz, Kevin Brewer, Lue Cobene, Catherine Cyr, Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex-officio*, Erin Duane, Amanda Greene, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Ken Williams, Michael Wyly

Connie Adams, Admin Assistant

Absent/Excused: Lisa Giambastiani, Teri Pearson-Bloom

Guests: Jowel Laguerre, Diane White, Annette Dambrosio, Gene Thomas

**3. Approval of Agenda – September 16, 2013**

Motion to approve – Senator Brewer; Seconded – Senator Obegi; **Passed** – unanimous

**4. Approval of Minutes – September 9, 2013**

Deferred

**5. Comments from the Public**

None

**6. President's Report**

*Shared Drive:* CIO Roger Clague asked President Gunther to meet with a few senators to create an organized plan for the shared drive. Various groups are doing things differently and easier access is needed. VP Wyly and Senator Jaimez volunteered to join President Gunther and SCFA President Gene Thomas to work on this with CIO Clague.

*Special Admission Policy:* A member of the Minority Coalition expressed to President Gunther his opinion that the newly approved Special Admission Policy may disproportionately affect some groups of students. Age, GPA, and other requirements in the policy are not required of students over 18 Why would we make requirements for students under 18? IVP White noted this concern also went to Shared Governance Council (SGC) and the individual contacted her about the potential impact on certain populations. IVP White suggested a motion of consideration at the next SGC meeting, followed by the formation of a task force to pursue the issue. Everyone agreed a disproportionate impact is unwanted and that point of view hadn't really been considered. President Gunther noted this doesn't mean the policy would be thrown out but maybe could be addressed in the appeals process. She opined IVP White's suggestion to invite a discussion was acceptable and the policy and process could also be monitored. In every policy there may be an exception. VP Wyly noted that is what the appeals process should be about. IVP White added that part of the conversation at SGC addressed student situations without a personal support system to get to a petition process and the disproportionate hurdle it could be for some students. It is possible to pilot policies and monitor but the challenge is to monitor when things get very busy. President Gunther pointed out the Ed Code states "advanced" students and that leaves a question on how to make special admission for advanced students and not be discriminatory. Senator Jaimez opined that students seeking special admission most likely have a support system. A reminder was given that if SGC revises the policy it should be returned to the Academic Senate for discussion/approval.

*Enrollment Management:* several task forces have been created, not all have faculty representation and more is needed overall. It is important to get faculty input on all the task forces. President Gunther asked senators to consider volunteering.

*Co/prerequisites:* President Gunther has been trying to follow the timeline of what happened regarding this confusing topic that will be discussed again today and she sent the Senate an email right before the meeting.

## **7. Superintendent/President's Report**

S/P Laguerre meets with four faculty members at 10 + 1 meetings to have information forwarded to the Senate and he is also happy to continue attending Senate meetings to dispel or confirm rumors. Regarding the many emails that responded to IVP White's newsletter, S/P Laguerre will provide a written answer in his regular Wednesday S/P Direct to the comments about athletics that have been made.

### *AB 955:*

Many people were surprised that AB 955 listed Solano Community College as one of six potential participants in a pilot to charge higher tuition for Intersessions and summer classes on a very limited basis. This bill was initiated when there were problems meeting all the enrollment demands and the College was losing money on enrollment. Summer school had to be cancelled resulting in many Solano College students attending other institutions including some that were costing much more. While the California Community Colleges' tuition is low, access may be limited in times of high demand and reduced funding. Long Beach City College led the effort to give institutions the leeway to charge more for certain courses after certain enrollment conditions are met.

The enrollment situation has since changed and the College is now working hard to meet "cap." If the enrollment situation changes again, the increased tuition option may be explored. If and when that happens, the Academic Senate, Shared Governance Council, ASSC, and the entire College will be part of the discussion. S/P Laguerre opined the tuition would not be as high as out-of-state tuition. If the College were to make money from the increase, assistance would have to be provided for students who can't pay.

*Staff/Student Equity:* S/P Laguerre was approached by the Vallejo Intertribal Council, a Native American group that use to hold pow wows in Vallejo, drawing participants from all over the nation and Canada. The cost became prohibitive and events haven't been held the last couple years. They asked the College to host their pow wow. S/P Laguerre pointed out the College has done little for Native Americans, the pow wow would add diversity to what the College does and he felt it would be appropriate to host the event. The Council chose the front part of the campus under the trees for a July 2014 pow wow.

*Jimmy Doolittle Education Center:* Last year S/P Laguerre spoke with the Senate about looking at a partnership (then called Jimmy Doolittle Museum). The Center plans to buy land by the Nut Tree Airport and sell half of it to the College. The Aeronautics program has outgrown their facilities and this will provide a good opportunity for additional space and more airplanes to work on. Negotiations are in process and will go to the Board of Trustees. In 2008 the program began with four or five students and has grown to 45-50 aviation students. Half of the \$1.5 million for six acres of land would be paid by the College. Compared to other land, the price is good and the seller is taking a loss to give the Center this opportunity.

*Comments/Questions:* In response to Senator Williams' question about the status of a property purchase for automotive training in Vallejo, S/P Laguerre explained an attempt to purchase land is on tomorrow's

Board of Trustees' agenda. However, that property is no longer available and other land will be looked at.

## 8. Information/Discussion Items

### 8.1 Ed Admin Goals – Diane White

IVP White announced the deans' four goals for the year:

- Completion of ADT degrees by May, a mandatory target. She thanked Curriculum Chair, Joe Conrad, for coming to the deans' meeting and assisting with information. The deans will work with faculty to complete the degrees.

- Enrollment Management - participate with plans, assist implementation, evaluate effectiveness with an overarching goal of strategic enrollment management.

- Develop a scheduling protocol.

- Develop non-credit and community education programs.

IVP White had to leave the meeting before the co/prerequisite agenda item (8.5). She commented that the Academic Senate and the Curriculum Committee need to revise the policy and procedures as she shared in an email last week. An advisor from Curriculum Institute offered technical assistance which IVP White will arrange. If proper validation is not documented, LR 10 would have to be unlinked from English in the spring. As of now it is still linked. IVP White asked faculty to speak directly with her when questions arise. She requested that the faculty and Senate allow her an opportunity to gather and analyze more information, coordinate a meeting with the faculty and the CCCCO technical advisor to review Title 5 language together and discuss the implications for LR 10 as an English 1 co-requisite. From there, an approach can be developed addressing together any issues raised by those discussions.

8.2 Info for Area B and Plenary – At the Sept 30<sup>th</sup> meeting we will vote on funding. Senators need to let President Gunther know if interested in attending the Fall Plenary Institute or Area B meeting.

### 8.3 Archived Courses on the SLO Database – Gene Thomas

SLO Coordinator, Gene Thomas, reported that of 1100 or so courses in the curriculum, approximately 700 (63%) are considered active for SLO assessment purposes. When assessments had to be completed last year 400 courses, not being taught in a regular pattern or that couldn't be assessed, were archived. Courses should be deleted if they are obsolete or not available for students to take. All courses that are kept should have outcomes written for them and most do not. Coordinator Thomas discussed with the Curriculum Committee Chair the idea to create another resolution for the November 12 Curriculum Committee meeting to delete, as a group, all courses that won't be offered again. The list would need to be ready before October 22 to be placed as an October 29 agenda discussion item and then as an action item on the November 12 agenda. There may be some archived courses that general faculty members wouldn't be aware of and publicizing the list might generate interest in reviewing it, which could be done within departments and schools. Coordinator Thomas stated the inactive courses need to be taken out of the catalog or reasons would be needed to keep them in there. He opined that out of the 400 archived courses, 200-300 could be deleted. Because the catalog is an advertisement to students of courses they can take, they should be available. Dr. Conrad agreed that, courses not available and that haven't been taught for many years with no immediate plans to teach them should be deleted. Courses not in the catalog are not active and once they leave the catalog, they are checked off the Chancellor's Office list. To restart one of those courses, it would have to be submitted as a new course proposal. Archived courses are in the catalog and some kind of timeline could be given to get a course up and running in order to leave it in the catalog otherwise. Keeping unavailable courses in the catalog misleads people. The Curriculum Committee deleted 92 courses a year ago and many more deletions are still needed. If 200 or so are deleted by November, time can be taken to decide on the others. Guidelines could include how to modify and bring courses back, ways to rethink courses, and what can be done to not have to delete courses.

Coordinator Thomas asked for Senate consensus that courses could be deleted that have never been offered or haven't been offered for a long time. President Gunther suggested something more inclusive is needed from the Curriculum Committee about what to do for this process. Senator Bolz added an agreement with the deans is needed as well. Coordinator Thomas asked, if senators and the Curriculum Committee agree, to indicate to others what the need is and why they need to move on this. Those who can make easy decisions should do so. Information has to go to the Academic Senate and the Curriculum Committee for the process. Senator Cittadino pointed out that every division has a Curriculum Committee member, and those reps should work with the deans in those departments to resolve this. Dr. Conrad reminded everyone that it is most efficient and faculty friendly to place all courses to be deleted on one resolution. He will send a list of courses and guidelines and also pointed out that the deletion also creates a need to find every place in the catalog that the course is listed. That is a big undertaking and last year the Curriculum Committee approved a second resolution to take care of all program changes related to the deleted courses. He had expected to get more than 92 last year and he hopes people take advantage of this current resolution opportunity.

Comments/Questions: Senator Williams pointed out there is a core of seven classes in Horticulture that wouldn't take much to make active once a full-time instructor is hired. Dr. Conrad replied that revisions and a proposal would be needed to put "inactive" courses back in the catalog. VP Wyly suggested that a resolution could be ready in time for the Accreditation Team visit to show that a process is in place and then the lack of outcomes for those courses wouldn't need explanation. The Curriculum Committee and Chair Conrad will work on getting the list of courses and process guidelines to everyone.

## 9. Action Items

9.1 Student Equity Plan

**Passed** (see 9.3)

9.2 Staff Equity Plan

**Passed** (see 9.3)

9.3 Accreditation Report

Accreditation Coordinator Dambrosio reported that evidence was still being collected. She continues to refine Equity Plans as needed and she emailed all documents to the Senate on Sunday. She emphasized that nothing is being deleted unless inaccurate. If anyone notices substantive omissions (especially evidence), she should be notified in the next few days. Coordinator Dambrosio felt confident that the draft narrative is in very good shape with all the areas covered.

The local Equal Employment Opportunity (EEO) plan addresses compliance issues and the College's action plan. Other than revisions and editing, she worked most closely with S/P Laguerre and HR Interim Associate VP, Nona Cohen-Bowman, to ensure accuracy. Coordinator Dambrosio distributed revised docs with both the workforce analysis and applicant pool analysis included (2009 – 2012) and she is working on another one for 2012 up to this semester 2013 (NEO GOV data). All documents are being refined and she plans to have a more perfected copy for the Board of Trustees' Wednesday night meeting. The latest data has been collected and Coordinator Dambrosio is planning to write an analysis in consultation with HR and Peter Cammish. Both the Staff Plan (EEO) and Student Equity Plan might be reformatted to have them look more similar. She hopes to add more evidence of what the College does well.

Coordinator Dambrosio pointed out that the Equity Inclusion and Advisory Council (EIAC), which is probably one of the most important groups on campus, served as advisory to HR for the EEO Plan, and in the future, training may be offered for committee members to better serve in an advisory capacity. Dean Shirley Lewis and Coordinator Dambrosio will review Student Equity guidelines one more time. When the final draft is completed, an editing committee will review it. Regarding diversity, Coordinator Dambrosio noted the plan is very comprehensive. In the future, SCC intends to expand Solano County demographics to include the entire six counties comprising the regional bay area to draw employees from Auburn to San Francisco.

When Coordinator Dambrosio sends the evidence file to all, she hopes that all will note specific areas that may need additional evidence. The Senate was tasked with approving both equity plans and the rest of the report as one package understanding some revisions may be made as stated, but Coordinator Dambrosio added that everyone will be alerted if there are any substantial (major content) changes. The documents will be sent to all once again. The final deadline for information is a week from Friday; the evidence and narrative have to be revised and rechecked, and work will continue to refine all documents as needed.

**Motion to group and approve items 9.1, 9.2, and 9.3 – Senator Jaimez; Seconded – VP Wyly; Passed – unanimous.**

President Gunther thanked Accreditation Coordinator Dambrosio for the all the work she has done to complete the Equity plans and the Narrative report.

#### 9.4 Program Review Rubric

The Self Study Rubric for Academic Program Review and the Program Review Document Rubric were emailed to Senators and distributed at the meeting. PR Chair Obegi reported the Committee plans to pilot the rubrics next week on the first self-studies coming in to see how it works. After the initial review by the Committee, smaller groups will divide up and work on the other self-studies that come in.

**Motion to approve – Senator Bolz; Seconded – Senator Cittadino; Passed – unanimous**

#### 9.5 Co/Pre-requisite Resolution

Senator Duane noted confusion on this issue and she referred to a chain of August 29 emails, including one from the CIO stating LR 10 had to be unlinked from English 1 for spring. The BSI English Coordinator forwarded the email to IVP White and the Curriculum Chair with a table of success rate numbers to reproduce some validation that was already done for the Curriculum Committee per established guidelines. No one has shown evidence that the courses were not revalidated. Although IVP White stated that the co/prerequisite issue is important for the Academic Senate to discuss, the process was muddy, the stall in administration of English 1 and 4 is a disturbing precedent, and librarians have statistically documented success data. VP Wyly stated that an unprecedented second curriculum review is being asked of faculty, the burden of proof was not considered enough, success rates from other California colleges has been requested, and there is a need to deal with what seems to be a new process. VP Wyly had asked IVP White if faculty could work with CIO Clague and she replied that wasn't needed. English 1 and English 4 were both passed through the Curriculum Committee with additional units but they haven't been placed on the Board of Trustees agenda and this will affect students who are planning classes now. Meetings to discuss these matters with S/P Laguerre have been cancelled and rescheduled several times. Senator Obegi expressed support for resolution but also noted there was clearly some miscommunication and she has seen IVP White working very hard in the interest of the College. She queried if giving diplomacy a chance might be the better route. Some senators opined that waiting for a response may just stall resolution. Dr. Conrad suggested, with some progress being made, bringing the item back to the next Senate meeting to allow time for people on both sides of the issue to work together toward resolution

**Motion to table the resolution until the next meeting, and in the interim, direct the Academic Senate President to communicate with the IVP so what was worded as “Resolved” in the resolution can be acted on and put in writing by the IVP – Michael Wyly; Seconded – Senator Cittadino; Resolution tabled and directed action passed – unanimous**

#### 9.6 Program Definition Resolution

Deferred

**10. Reports**

10.1 Subcommittees

10.1.1 Accreditation – Annette Dambrosio

10.1.2 Basic Skills – Melissa Reeve

10.1.3 Curriculum – Joseph Conrad

10.1.4 Distance Ed – Dale Crandall-Bear

10.1.5 Program Review – Amy Obegi

10.1.6 10+1 Committee – LaNae Jaimez

10.2 Treasurer

Item 10 reports deferred due to time constraint

**11. Action Reminders**

**12. Announcements**

The Senate needs one more CTE/Business rep.

A math rep is needed for the Academic Program Review Committee.

The next Senate meeting will be held on September 30 from 3-5 pm in ASSC 1421.

**13. Adjournment**

M/S/P – the meeting adjourned at 5:03 pm

AS Meeting Minutes 09.16.13/ca



**Shared Governance Council**  
**SPECIAL MEETING**  
**September 25, 2013**  
**Minutes**

---

**Present**

Diane White, Susanna Gunther, James DeKloe, Jeff Lehfeldt, Kevin Anderson, Debbie-Luttrell Williams, George Olgin, Jeff Lehfeldt, Richard Crapuchettes, Gabriel Johnson, Kyle Todd, Karen McCord, Robin Darcangelo, Yulian Ligioso, Peter Cammish, Connie Barron-Griffin, Jowel Laguerre, Annette Dambrosio, Thomas “Jerry” Kea, Nona Cohen-Bowman, Thomas Watkins

**Absent:**

None

**Call to Order**

The meeting was called to order at 2:05 p.m. by the Chair, Interim Vice President Diane White.

**Approval of Agenda**

It was moved by Maire Morinec and seconded by Susanna Gunther to approve the agenda as presented. The motion passed unanimously.

**Public Comments**

None

**Special Assistant to the Superintendent-President Board Relations (Confidential)**

Superintendent-President Laguerre reviewed with the Council the proposed job description for the Special Assistant to the Superintendent-President Board Relations. The person in this position will assist the President in day-to-day operations of the President’s Office and the college, and be the second in line for intervention and inquires. In addition, the duties of the position include chairing the ALG group, functioning in the President’s stead with members of the board of Trustees when necessary, and serving as a liaison with elected city, county officials and county legislative delegation.

Suggested changes to the job description included:

- Delete #3 under Education and Experience
- Change title of position to “Chief of Staff”

It was moved by Jim DeKloe and seconded by Robin Darcangelo to approve the job description.

The motion passed unanimously.

### **Corporate College**

Superintendent-President Laguerre reviewed with the Council the draft for Corporate College (SCC-CC). SCC-CC will provide a wide range of educational services to local business and organizations, and will be self-funding. Staffing will include an Executive Director, Coordinator, and Business Manager.

Susanna Gunther stated that SLOs and assessments should be developed for the courses. Chair, Interim Vice President White stated she is working with Thomas Watkins for the development of SLOs and assessment.

This will be brought back for action at the October 9, 2013 meeting.

### **Accreditation Follow-Up Report**

Annette Dambrosio reviewed the final draft of the Accreditation Follow Up Report. Vice President Ligioso will provide additional detail for the Financial Resources section on Page 6, item #17.

It was moved by Susanna Gunther and seconded by Jim DeKloe to approve the report.

The motion passed unanimously.

The Council members commended Dr. Dambrosio for her excellent work on the report.

### **Adjournment**

It was moved by Jeff Lehfeldt and seconded by Richard Crapuchettes to adjourn the meeting.

The meeting adjourned at 2:55 p.m.

Respectfully submitted by Laurie Gorman



# AGENDA

## SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

### Notice of Regular Meeting (Board Study Session)

Wednesday, October 2, 2013

6:30 p.m.

Solano Community College  
Administration Building, Suite 201  
360 Campus Lane (*First Floor–West Lobby*)  
Fairfield, CA 94534-3197

**Please Note:** SCCD Governing Board Meetings are **recorded** per Government Code Sections 54953.5 and 54953.6 and Education Code Section 72121(a). Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Section 6250. Members of the public may address the Board on any item within the Board’s jurisdiction. Cards which must be completed requesting to address the Board are available at the press table and must be submitted to the Board Secretary at the meeting. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects that are not on the agenda will be heard under the agenda item, “Comments from Members of the Public.” **Except as extended by the Board President or action of the Board, individuals shall be limited to three (3) minutes on any one (1) topic or item. (SCCD Board Policy 1042).** The Board cannot take action on any items not on the agenda unless authorized by law. Matters brought before the Board that are not on the agenda may, at the Board’s discretion, be referred to staff or placed on a future agenda. The Board reserves the right to modify the order of business in the manner it deems appropriate. As a courtesy to others, please turn off cell phones or pagers.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**
3. **ROLL CALL**

Sarah E. Chapman, Ph.D., President\*

Pam Keith, Vice President

Monica Brown

Denis Honeychurch, J.D.

Michael A. Martin

Rosemary Thurston\*\*

A. Marie Young\*

Latifah Alexander, Student Trustee

Jowel C. Laguerre, Ph.D., Secretary\*

\*Vidyo Conference – Sheraton Seattle Hotel – 1400 – 6<sup>th</sup> Avenue, Seattle, WA 98101  
206-621-9000

***Board President Sarah Chapman, Trustee A. Marie Young, and Superintendent-President Dr. Jowel Laguerre***

\*\*Teleconference – Courtyard by Marriott – Boston Logan Airport – 225 William F. McClellan Highway, Boston, MA 02128  
617-569-5250

***Trustee Rosemary Thurston***

**4. APPROVAL OF AGENDA**

**5. COMMENTS FROM MEMBERS OF THE PUBLIC**

**6. REPORTS (NO ACTION REQUIRED):**

(a) Civil Rights Travel Course, Summer 2013

*Facilitated by Dr. Karen McCord, Professor*

(b) Solano Community College Leadership Academy (June 5-7, 2013) Reflections

*Facilitated by Dean Máire Morinec, School of Applied Technology and Business; Interim Dean Barbara Pavão, Counseling; and Director Dwight Calloway, Facilities*

(c) Channel 26 Partnership

*Facilitated by Diane White, Interim Vice President, Academic Affairs; and David A. White, Assistant City Manager, City of Fairfield*

(d) Jimmy Doolittle Center Memorandum of Understanding

*Facilitated by Leigh Sata, Executive Bonds Manager; Edward McFarlan, Principal, JRDV Urban International; and Brian McInerney, CEO, Jimmy Doolittle Museum Education Foundation*

**7. NON-CONSENT AGENDA ITEMS – ACTION ITEMS**

*Academic and Student Affairs*

(a) Accreditation Follow-Up Report, Page 1

**8. INFORMATION/ACTION ITEMS- ACTION MAY BE TAKEN**

(a) Proposed New Job Description – Chief of Staff (Confidential) Administrative Leadership Group, Page 2

**9. ANNOUNCEMENTS**

**10. ITEMS FROM THE BOARD**

**11. CLOSED SESSION**

Closed Session may be held as authorized by law for matters including, but not limited to conference with labor negotiator, public employment (public employee discipline, dismissal and release); potential litigation, purchase, sale, exchange or lease of real property.

- (a) Conference with Labor Negotiator  
Agency Negotiator: Nona Cohen-Bowman  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
- (c) Conference with Real Property Negotiator  
Property: 2000 N. Village Parkway, Vacaville, California 95688  
Negotiating Party: Jowel C. Laguerre, Ph.D.  
Negotiating Parties: Solano Community College District and Leigh Sata  
Under Negotiation: Price and Terms of Payment
- (d) Conference with Real Property Negotiator  
Property: 1400, 1401, 1500, 1501 Sonata, Vallejo, California 94591  
Negotiating Party: Jowel C. Laguerre, Ph.D.  
Negotiating Parties: Solano Community College District and Leigh Sata  
Under Negotiation: Price and Terms of Payment

**12. RECONVENE REGULAR MEETING**

**13. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**14. ADJOURNMENT**

*Non-confidential materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda packet are available for public inspection in the Office of the Superintendent/President in the Administration Building, 360 Campus Lane, Fairfield, California 94534. Non-confidential materials provided at time of publication are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) for public inspection.*

**Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting should contact the Superintendent/President's Office at (707) 864-7112 no later than three days prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.**

**NO OTHER BUSINESS WILL BE TRANSACTED.**

JCL:js

BOARD STUDY SESSION AGENDA.10.02.13.FINAL