



ACADEMIC SENATE

MINUTES

Monday – April 14, 2025

Denis Honeychurch Boardroom, Room 626

[Zoom](#) (889 8621 4078)

3:00 – 5:00 pm

1. Call to Order/Land Acknowledgement

AS President Scott called the meeting to order at 3:02 pm.

Glenn Keyser read the Land Acknowledgement Statement.

2. Roll Call

Academic Senate Officers:

President

☒ Josh Scott (2024-2026)

Vice President

☒ Rachel Purdie (2024-2026)

Secretary/Treasurer

☒ Erin Duane (2023-2025)

Past President/Ex-Officio

☒ LaNae Jaimez (2024-2026)

Part-Time Representative

☒ Kristieen Rodriguez (2024-2025)

Academic Senate

Mathematics & Sciences

☒ Kristina Ferrebee (2023-2025)

☒ Randy Robertson (2024-2026)

Liberal Arts

☒ Jack Schouten (2023-2025)

☒ Glenn Keyser (2024-2026)

Career & Technical Education

☒ Chip Reeves (2023-2025)

☒ Toni Seals (2024-2026)

Counseling & Ad Hoc Awards Committee Chair

☒ Amy Dauffenbach (2024-2026)

Social & Behavioral Sciences

☒ Lauren Taylor-Hill (2023-2025)

☒ Erica Beam (2024-2026)

Full-Time Senator At-Large

☒ Erin Duane (2023-2025)

☒ Matthew Schweitzer (2024-2026)

Health Sciences

☒ Wanda Butters (2023-2025)

☒ Scott Parrish (2024-2026)

Adjunct Senator At-Large

☒ Kristieen Rodriguez (2023-2025)

☒ Andrew Wesley (2024-2026)

	<p>Ex Officio:</p> <table> <tr> <td><u>Academic Program Review Chair</u> <input checked="" type="checkbox"/> LaNae Jaimez (2022-2025)</td><td><u>Assessment Chair</u> <input checked="" type="checkbox"/> Andrew Wesley (2022-2025)</td></tr> <tr> <td><u>Curriculum/Tech Review Chair</u> <input checked="" type="checkbox"/> Jim DeKloe (Interim for Spring, 2025)</td><td><u>Distance Education Chair</u> <input checked="" type="checkbox"/> Laura Maghoney (2023-2026)</td></tr> <tr> <td><u>Professional Development/Flex Chair</u> <input type="checkbox"/> Nazia Mostafa (2024-2027)</td><td><u>Student Equity & Success Chair</u> <input checked="" type="checkbox"/> Commodore St. Germain (2024-2027)</td></tr> </table> <p><input checked="" type="checkbox"/> Christina Taliaferro (Administrative Assistant)</p> <p>Guests: Kellie Butler (Superintendent-President) David Williams (Vice President of Academic Affairs) Lisa Neeley (Vice President of Student Services) Melissa Reeve (Guided Pathways Coordinator) Chief Brian Travis (Department of Public Safety)</p>	<u>Academic Program Review Chair</u> <input checked="" type="checkbox"/> LaNae Jaimez (2022-2025)	<u>Assessment Chair</u> <input checked="" type="checkbox"/> Andrew Wesley (2022-2025)	<u>Curriculum/Tech Review Chair</u> <input checked="" type="checkbox"/> Jim DeKloe (Interim for Spring, 2025)	<u>Distance Education Chair</u> <input checked="" type="checkbox"/> Laura Maghoney (2023-2026)	<u>Professional Development/Flex Chair</u> <input type="checkbox"/> Nazia Mostafa (2024-2027)	<u>Student Equity & Success Chair</u> <input checked="" type="checkbox"/> Commodore St. Germain (2024-2027)
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3. Agenda Approval	<p>Senator Butters motioned to approve the April 14, 2025 agenda; Senator Duane seconded the motion. The motion passed unanimously.</p>						
4. Approval of Minutes	<p>Senator Duane motioned to approve the March 24, 2025 minutes; Senator Wesley seconded the motion. The motion passed unanimously.</p>						
5. Comments from the Public	<ul style="list-style-type: none"> • Lorelai Collins (ASSC) shared that planning for finals week is underway. Faculty are encouraged to participate by offering two office hours during the week of May 5–9. The goal is to dedicate two days to STEM subjects and two days to the humanities, social sciences, and related disciplines. It would also be helpful to have a variety of professors from different fields available to assist with essay writing. Ideally, these office hours would be held after 4:00 p.m. in place of regular office hours. • AJ Matthews (ASSC) gave an update on civic engagement. The Civic Engagement Coalition is planning to hold a meeting on April 25 or May 2 (likely around 11:30 a.m.) to address concerns with the current administration. The goal is to encourage more interdepartmental and faculty/student collaboration to engage students. Topics will include guidance on emails, protests, and related issues. An email with more details will be sent out. • Matt Schweitzer (Advisor of the SCC Pride Club) – Everyone is invited to attend the CCC LGBTQ+ Summit Watch Party on Tuesday, April 15, and Wednesday, April 16, from 9:00 a.m. to 2:30 p.m. in Room 443. Food and 						

	<p>drinks will be provided.</p> <ul style="list-style-type: none"> Senators who attended the recent Solano Montgomery trip shared their experiences. It was an amazing and inspiring experience for everyone who participated. There were 33 attendees, including approximately 20 SOAR students, and the group visited three museums. Plans are underway to make this an annual trip. Amy Dauffenbach reminded everyone that nominations for the Distinguished Faculty Award are due by April 16.
6. Announcements	
7. AS President Update	<p>AS President Josh Scott</p> <p><i>7.1 Recap of Vallejo and Vacaville Center Visits</i></p> <p>Vallejo Meeting: A primary takeaway was that there should be more focus on dual enrollment to build relationships with the community in Vallejo. Dual enrollment will be a discussion topic at the April 28th Academic Senate meeting.</p> <p>Vacaville Meeting: The lack of resources, such as food options, continues to be an issue. Many students attended the meeting and reported that the campus has a strong, supportive community.</p> <p><i>7.2 ASSC Meeting Recap & Student Code of Conduct Update</i></p> <p>The ideas expressed at the Academic Senate meeting were presented at a recent ASSC meeting. One key point that emerged in the discussions was the need for strong faculty mentors. These mentors should be properly trained and easily identifiable to students. Additionally, there is a need to update the student manual to reflect current technologies and practices. This update should include clearly defined behaviors to encourage, as well as those to avoid, in order to foster meaningful conversations with students.</p> <p><i>7.3 Dual Enrollment Conversation on April 28th</i></p> <p>All are encouraged to join this discussion. Division Deans will also be invited to attend.</p> <p><i>7.4 Graduation – May 22 at 6:00 pm</i></p> <p>Faculty are encouraged to attend graduation. The deadline to rent regalia has passed; however, late requests may be considered. There are also other options to acquire regalia. This is a great opportunity to celebrate our students.</p> <p><i>7.5 Senate Elections</i></p> <p>LaNae Jaimez provided an update on the spring Senate elections. School elections are encouraged to be completed by April 21st. This timeline is important because candidates who are not selected for a school Senate position may apply for one of the at-large positions. Self-nominations close on April 18th, and elections (if necessary) will take place from April 29th to May 10th. The new senators will be invited to join the May 12th Academic Senate meeting.</p> <p><i>7.6 Other</i></p> <p>There is nothing official to announce about Department Chairs at this time, but an</p>

	email with updates will be sent out soon.
8. Superintendent- President Report	<p><i>Kellie Butler</i></p> <ul style="list-style-type: none"> • A recent incident at the Vacaville Campus prompted the need for an Incident Communications protocol. Dr. Butler is working with Chief Travis and Christina Lee, Director of Communications and Outreach. Once available, a draft will be shared for feedback. The goal is to improve communication and transparency. • The President’s Advisory Council will be reinstated at Solano with regular meetings starting on Friday, April 18th, at 2:00 pm. An email with additional details will be sent out shortly. • The Chancellor’s Office is hosting Black Students Success Week from April 21st to 25th. There will be opportunities for students, faculty, and staff to join different sessions. • There has been a recent update on Black-serving institution designations. As a result, there may be opportunities for us to secure funding for work we are already doing, tied to the inclusion of a Black Scholars focus in our student equity plan. • Vacaville is hosting the BioVille Event on April 24th from 10:00 am to 4:00 pm. Vallejo will also be hosting a biotech expo on Friday, April 25th, from 10:00 am to 4:00 pm. Various vendors will be attending both locations. • Everyone is encouraged to participate in graduation!
9. VP of Academic Affairs Report	<p><i>David Williams</i></p> <ul style="list-style-type: none"> • Many faculty members are unable to attend graduation due to the challenge of tight grading deadlines. To help address this issue, the deadline has been extended by one day this semester. An announcement will be sent out. • The Vacaville Interim Supervisor position has been filled by Haylee May, who will serve from May 5 through December. • The accreditation workgroups (RSI and Assessments) are making good progress, thanks to the efforts of Laura Maghoney, LaNae Jaimez, and Andrew Wesley. • David will meet with the faculty union to discuss working conditions related to the accreditation remediation efforts addressing SLOs and RSI. • The Montgomery Trip group will present a report at EquityFest and may also share at a Flex event in the fall. • The annual accreditation report has been submitted. This report outlines our institutional set standards and stretch goals. In many cases, we have exceeded our stretch goals, indicating that the metrics may need to be re-evaluated.
10. VP of Student Services Report	<p><i>Lisa Neeley</i></p> <p>VP Neeley was unable to attend this meeting.</p>

<p>11. Consent Agenda – Action Item</p>	<p>11.1 Appointed to the Sworn Public Safety Sergeant Hiring Committee. <i>Shawn Carney</i></p> <p>11.2 Appointed to the Assessment Coordinator Hiring Committee. <i>Josh Scott</i> <i>Rachel Purdie</i></p> <p>11.3 Appointed to the Academic Program Review Coordinator Hiring Committee. <i>Josh Scott</i> <i>Rachel Purdie</i></p> <p>Senator Duane motioned to approve items 11.1, 11.2, and 11.3; Senator Wesley seconded the motion. The motion passed unanimously.</p>
<p>12. Action Items, Including Items Removed from Consent</p>	<p>12.1 Request by voting members of the Academic Senate to participate remotely due to “Just Cause” or “Emergency Circumstances”. No voting members of the Academic Senate requested to attend remotely due to “Just Cause” or “Emergency Circumstances”.</p>
<p>13. Information/Discussion Items</p>	<p><i>13.1 Lockdown Feedback Report</i> <i>Chief Brian Travis</i> Chief Travis shared Feedback Responses from the SCC Employees from the January 22, 2025 Lockdown Drill. A total of 26 people responded to the request for feedback. Overall, the lockdown drill went well; however, some concerns were noted and are explained in the report.</p> <p><i>13.2 Hiring Manual Updates</i> <i>Josh Scott</i> The Hiring Manual was last updated in 2017 and approved at the board level. In recent years, some changes were recommended but not officially implemented, including revisions to the hiring prioritization process. The current goal is to review the manual and move it through a formal review and approval process. Faculty are encouraged to review the most recent draft of the Hiring Manual and provide feedback via a Google Doc that includes guiding questions for discussion. The collected input will be incorporated, with additional feedback requested from HR and the faculty union. The aim is to present an updated draft to the Academic Senate in August, allowing the revised manual to be properly utilized for the next hiring cycle in fall 2025.</p> <p><i>13.3 Assessment Updates & Discussion</i> <i>Andrew Wesley</i> Andrew Wesley, Assessment Committee Coordinator, shared a presentation that included compliance concerns, strategies for closing the loop, resource allocations, and proposed next steps.</p>

14. Sub-Committee Reports**14.1 Academic Program Review – LaNae Jaimez**

- The committee is in need of a Health Science rep and a CTE rep. Meetings are held on the 2nd and 4th Thursday of the month from 3:30 to 5:00 pm.
- The committee has 3 remaining meetings, and 6 programs left to review this semester.
- Liberal Arts will be completed by the end of the semester with the exception of 1 program review.
- SBS is next and all programs have made and distributed their student surveys.
- The survey for Rising Scholars has been completed, and the hope is to survey students before the end of the semester.

14.2 Student Equity and Success Council – Commodore St. Germain

- The drop survey (a survey to determine why students drop courses) has been developed and reviewed by the faculty union. It has been submitted to the SCC Solutions Center and is currently in the queue.
- The committee is working with Research & Planning to develop a way for all faculty to access their student success data confidentially. Dean Rexford is currently developing a prototype. This was in response to union concerns regarding confidentiality.
- Commodore is stepping down as the SESC Coordinator, so a replacement is needed.

14.3 Curriculum/Tech Review – Jim DeKloe

- The Curriculum Committee is offering drop-in meetings on April 15, 22, and 29 at 1:00 p.m. online.
- One more meeting is scheduled this semester, during which three courses will be reviewed.
- The Nursing department revised its curriculum to comply with BRN accreditation requirements.
- At a recent meeting, the committee engaged in a discussion about the "philosophy" of curriculum. Highlights from the discussion include:
 - There should be better communication with the Academic Senate.
 - Assessments should be directly tied to curriculum requests.
 - We should take a more critical approach to evaluating curriculum.
 - Should programs—beyond just CTE—have advisory committees?
 - Courses that have not been taught in over four years should be considered for archiving. What would that process look like? Should there be a formal revitalization process?
 - How many new or different courses should be required for a student to earn a new degree or certificate? What defines a degree or certificate as unique?

15. Other Reports**15.1 Guided Pathways Steering Committee – Melissa Reeve**

- The newly reconvened Guided Pathways Committee has met twice this
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	<p>semester. The meetings were well attended, and the next meeting is scheduled for Thurs. April 24. Dean Murrell Green has been appointed as co-chair of the committee. This is a good fit, as he has experience chairing a Guided Pathways committee in his previous district.</p> <ul style="list-style-type: none"> • Melissa Reeve, VP Neeley, and Dean Green met with the Vice President of Student Services at Cosumnes River College. This college has an “Opt-out Full-Time Scheduling” system in place, which assumes that students want to attend full-time unless they state otherwise. This is part of the process of learning how other colleges approach guided pathways and what might work at Solano. • The committee has been working with the recommendations from the January Senate meeting and additional ideas from the committee’s own follow-up brainstorming session. These ideas have been organized into the four pillars of guided pathways, and categorized as near-, mid-, and long-terms goals. The next step will be to form sub-teams / working groups within the committee, either by pillar or by project. This will be discussed at the 4.24 meeting. • There are plans to implement a Chancellor’s Office-endorsed guided pathways tool/software to display our pathway maps on the new website, which is scheduled to be rolled out on July 1st.
16. Adjournment	<p>Senator Wesley motioned to adjourn the meeting; Senator Ferrebee seconded the motion. AS President Scott adjourned the meeting at 5:04 pm.</p>

ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN HYBRID FORMAT UNLESS OTHERWISE NOTED.

Monthly Reports

1st Meeting of the Month:

Academic Program Review – LaNae Jaimez – [24-25 APR Goals & Mid-Year Evaluation](#)

Student Equity & Success Council – Commodore St. Germain – [24-25 SESC Goals & Mid-Year Evaluation](#)

Curriculum/Tech Review – Jim DeKloe (interim) – [24-25 Curriculum Goals & Mid-Year Evaluation](#)

Guided Pathways Steering Committee – Melissa Reeve

2nd Meeting of the Month:

Assessment Committee – Andrew Wesley – [2024-2025 Assessment Committee Goals](#)

Distance Education – Laura Maghoney – [24-25 DE Committee Goals & Mid-Year Evaluation](#)

Professional Development/Flex Cal – Nazia Mostafa – [2024-2025 PDFC Committee Goals](#)

Meeting Dates	Meeting Topics & Themes
<i>Spring Semester (2025):</i>	
[Date TBD]	<ul style="list-style-type: none"> • New Equity Plan - Dean of Equity and Success (Heather Watson-Perez)
April 28	<ul style="list-style-type: none"> • Sub-Committee Year-End Self-Assessment Reports • Program Review Updates & Discussion (LaNae Jaimez) – 20 minutes • Dual Enrollment Taskforce Recommendations – 25 minutes

	<ul style="list-style-type: none"> • DE Handbook – Action Item (Laura Maghoney) – 10 minutes
May 12	<ul style="list-style-type: none"> • Update on Integrated & Strategic Plans Nathan Rexford and Josh Scott - 20 minutes