

Index of Evidence for Recommendation 1: Modify the Mission Statement

Evidence 1.1: PERT Meeting Minutes, April 24, 2012	2
Evidence 1.2: PERT Meeting Minutes, May 5, 2012	4
Evidence 1.3: SCG Meetings Minutes, June 20, 2012	6
Evidence 1.4: Email to College Community PERT Modified Mission Statement	9
Evidence 1.5: Shared Governance Minutes, September 12, 2012	10
Evidence 1.6: Academic Senate Minutes, September 17, 2012	12
Evidence 1.7: SP Cabinet Minutes, September 20, 2012	19

PERT Minutes

Date: 24th April 2012, 14:30

Location: Room 414

Present: Thomas Watkins ; Connie Barron-Griffin ; Cynthia Simon; Ruth Fuller; Jeffrey Lamb

ACCJC Recommendations on Mission Statement

Recommendation #1

In order to meet the standards, the team recommends that the College modify its mission statement to identify its intended student population and its commitment to achieving student learning. The College should consistently use the same mission statement in all documents and publications. Additionally, the mission statement should be used by the college as a primary force in decisions made by the College. (Standards I.A.1-4, IV.B.1.b)

- Lots of discussion including acknowledgement that the mission statement needs to be embedded and remain stable for a while.
- It was also felt that the College does identify its population served as “diverse” although this could be expanded upon.
- It was recommended that the Mission statement is actually just the bold part, with the method of accomplishment kept separate
- It was noted that Title V and Ed Code may also dictate the composition of a mission statement and should be considered
- The changes should not affect the spirit or guidance provided but should only add further clarity and delineation

Adapting Proposal Process for Staffing Requests

- Members thought this was possible and in particular follow the faculty hiring process which has a good history of data based decisions
- Like the proposal process we would need to develop some rubrics to help evaluate staffing priorities
- Possibly 2 new committees would be required, one to help with rating and one to look at contractual issues.

3 Year Plans

- Brief demonstration of database

PERT

Date: 5th May 2012, 14:30

Location: Room 414

Attended: Thomas Watkins ;; Connie Barron-Griffin ; Cynthia Simon; Ruth Fuller; Jeffrey Lamb

ACCJC Recommendations on Mission Statement

The group worked on making language modifications to the current mission statement in light of ACCJC recommendation and Title V Ed Code.

The group also looked at examples from other colleges .

The group recommended the following changes

Expanded identification of who our intended population is.

We thought it was important to add dynamic to the description to reflect the changes to student populations over time and also specify the geographic location of our students with an emphasis on local but also including the word 'beyond' to include online, out of state or international students.

Strengthening our Commitment to Student Learning.

The group felt that 2 main points were important. First that we have an impact on the wide range of goals a student has (educational, professional and personal), and second, that we emphasize the three focus areas of developmental education, workforce development and transfer level curriculum.

Incorporating How we accomplish.

It was noted that the existing mission statement had an indented list of ways we would accomplish the Mission. This causes some confusion as to whether this is actually part of the mission statement or not. To clear up that ambiguity the group felt that the list would be incorporated into the statement as a sentence.

Current Mission Statement

Solano Community College prepares a diverse student population to participate successfully in today's local and global communities.

Recommended Mission Statement

Solano Community College prepares a diverse and dynamic student population from our local communities and beyond to achieve their educational, professional and personal goals through the provision of developmental education, workforce development and transfer level curriculum. We accomplish this by providing quality teaching, innovative programs, effective transfer preparation, a broad curriculum and services that are responsive to the needs of our students.

The next step will be to share and get feedback from SGC and other relevant reviewing committees.

Actions

Peter to send revisions and rationale to S/P Laguerre for SGC discussion.

Shared Governance Council
June 20, 2012
Minutes

Members In attendance:

- Kevin Anderson Karen McCord Debbie Luttrell-Williams Jeff Lehfeldt
- Gene Thomas Naser Baig Erin Vines Jowel Laguerre

Excused:

- Kayla Salazar Susanna Gunther

Also in attendance

- Jerry Kea Peter Cammish Yulian Ligioso Charo Albarran Jeffrey Lamb

Guest:

- Julia May

- 1. (a) Call to Order : Meeting was called to order by the Chair at 2:05**
- (b) **Approval of Agenda: Motion made and seconded to approve the agenda. The agenda was approved.**
- (c) **Approval of Minutes: Motion made and seconded to approve the minutes. Minutes approved.**
- > **May 9, 2012**

2. Revised Policy No. 6050 (CTE)

– May/Kea

The changes in the policy allow for more flexibility for students to receive credits for Techprep articulated courses with the college. SCC instructors approve the exam the students take to receive credits. There was a concern about consistency in ways the credits are awarded. While we may have wide disparity among faculty, it is okay because the faculty is in charge of what they approve. Some students could challenge the class as an option. Passed with one abstention.

3. Mission Statement

– Cammish

Modification of the mission statement was a recommendation by the last accreditation team: identification of whom we serve, our location, etc. PERT had meetings to draft the statement and discussed it. We looked at other institutions. We added dynamic because the student population changes. We included local and beyond because our students are local, regional, national and international. We featured the areas of importance to the state: basic skills, transfer and career technical education. Peter asked SGC folks to take it back and bring feedback. Timeline of August 22. CSEA will share it right away. Deans will share with faculty. A presentation slide will be included for the general address to the faculty and staff at the FlexCal in the fall.

4. Classified Hiring Process: This applies to all staff positions.

– Cammish/Simon

Cynthia and several others have met and discussed the way for acquiring staff positions. A chart of the process is available upon request. Additional positions will be initiated by the manager when an area has grown. That may also be generated by recommendations from SLO, program reviews, etc.

- Develop criteria for deciding what positions are replaced or approved tied to SLO, SAO, Strategic Plan, Accreditation recommendations, Program Review.
- Use that as a rubric for the committees to assess the needs of the positions.

5. Strategic Proposals Update

– Cammish

There were over thirty proposals submitted. Some are SB70 and others are general fund. There were discussions about the potential for duplication of services and how to coordinate them. An example is Transitions and UMOJA.

- **Technology upgrade**
- **Student Success**
- **Stuff**
- **Explore what from 73K from VTEA or SB70**

The list of the requests is being sent to FABPAC for action.

6. CEO/BOT Annual 2012-13 Goals

- Laguerre

No need to review the board's goals. It is likely they will be pulled and refined by the board at tonight's meeting. But, I would like any comments, questions, suggestions and recommendations from SGC.

7. Job Description – Executive Director

Foundation

- Laguerre

Will send the job description to members.

8. BSI Summer and Fall Grant Recipients

- Cammish/Reeve

This will be shared electronically.

9. College Area Reports/Announcements:

- **Superintendent/President**

- Jowel Laguerre

There is a board meeting tonight. The next board meeting is July 18th.

- **ASSC**

- Naser Baig

ASSC heard concerns about the transition of the theater to performing arts. ASSC threw out election results. An interim committee is running ASSC until new elections are held in the fall. Minutes available through Mostafa. Clubs need to be renewed every semester. Could ASSC make the charter two years for a club? ASSC will consider that.

- **Academic Senate**

- Susanna Gunther

No report

- **SCFA**

- Gene Thomas

No report.

- **CSEA**

- Debbie Luttrell-Williams

No report.

- **Local 39**

- Jeff Lehfeltd

No report. No meeting since ratification.

- **Management**

- Erin Vines & Zandra Gilley

Met with meeting and Confer. Have a retreat for June 28th.

- **Minority Coalition**

- Kevin Anderson & Karen McCord

Will do a cultural presentation for Flex. Michael Wynn will be the presenter.

- **Human Resources**

- Vacant

- Interim Director – Charo

- Donna and Shawna

- Imaculate Idesika will replace Charo

- **Academic Affairs**

- Arturo Reyes

No report. SLOs faculty hired over the summer to work on them.

- **Student Affairs**

- Erin Vines/Jowel Laguerre

Virtual Student Services is looking at services that can be provided online

- **Finance & Administration and FaBPAC**

- Yulian Ligioso

- Hired a Facilities Director coming from Barstow

- Getting close to Fiscal Director; Account position goes to the board tonight.

- FaBPAC meeting on the 18th.

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- **Institutional Advancement**

- Peter Bostic

Peter Bostic has resigned

Cynthia Garcia hired as new Grant Writer.

10. Good of the Order

No report.

11. Adjournment: 4:10 p.m.

Next meeting: June 27th from 3 to 5.

From: [Peter Cammish](#)
To: [\\$ALL](#)
Subject: Modified SCC Mission Statement
Date: Thursday, September 06, 2012 12:48:15 PM
Attachments: [Modified Mission Statement.docx](#)

In light of ACCJC Recommendation #1, the district has been making modifications to its Mission Statement. The modified statement is outlined below and the attached notes give some background to the process. Please let me know if you have any feedback on the modifications. The feedback will be shared with SGC on 12th September so please send any feedback before noon on the 12th. You can send feedback direct to me or to your SGC rep as listed below.

- Faculty: Represented by Susanna Gunther or Gene Thomas
- ALG: Represented by Peter Cammish (in absence of Erin vines)
- Local 39: Represented by Jeff Lehfeldt and
- CSEA: Represented by Debbie Luttrell-Williams

Modified Statement

Solano Community College prepares a diverse and dynamic student population from our local communities and beyond to achieve their educational, professional and personal goals through the provision of developmental education, workforce development and transfer level curriculum. We accomplish this by providing quality teaching, innovative programs, effective transfer preparation, a broad curriculum and services that are responsive to the needs of our students.

many thanks ... Peter

Peter Cammish
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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: Abba 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.

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: September 20, 2012– **2:30 – 4:30 p.m.**

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

Distribution: Charo Albarrán, Kimo Calilan, Peter Cammish; Mostafa Ghous, Susanna Gunther, Jerry Kea; Jowel Laguerre, Shirley Lewis, Yulian Ligioso, Debbie Luttrell-Williams; Máire Morinec, and Arturo Reyes, and Judy Spencer

Excused: John Allison
 Guest: Ron Barthelman, ARCHITECTURE/vbn; Samantha Dorger, *Tempest* Adviser; John Glidden and Tracy Palaganas from ASSC (The Tempest); Janet Leary (F&A)

	AGENDA TOPIC	DISCUSSION	ACTION
1.	Newspaper Kiosks – Ghous/Dodger	Ms. Samantha Dorger (<i>The Tempest</i> Adviser) presented the request by students to purchase four kiosks from AdCamp for purposes of advertising, which could generate \$200/mo for the Journalism class and enable students to attend conferences, enter contests, and print their newspaper. At no time would AdCamp advertise products or services relating to tobacco, alcohol, weapons, or sexually explicit materials. Location would be on the main campus, specific locations to be determined. Photo and right to use agreement were distributed for review.	Continue to discuss. Send to general counsel for review. Approach ASSC again for lost funding to be reinstated. Finalize first week of November.
2.	Facilities Master Plan Update – Barthelman	Since Cabinet last met with Mr. Barthelman, he shared an updated final option development for the facilities master plans. The biggest difference includes cost information. This is a long-range plan (20-30 years). Identifies priorities of	

		previous plans that didn't get accomplished; current, and future needs. As monies become available, (state, bond, etc.) District will be able to identify its highest priorities for funding. Consultants have identified that a bond measure is needed for the District (Measure Q). Mr. Barthelman identified the changes to various facilities based on previous feedback.	
3.	New Positions: - Ligioso 2 – Police Officers (certified) 3 – Custodians 1 – Courier New Position – Programmer	Vice President Ligioso presented new position needs. Met with respective department managers. Currently, substitutes and OT used to fill positions. Concern expressed by faculty and staff that police coverage is inadequate. R/ Lt. Goldberg (Acting Police Chief) agrees we are understaffed. Goal to have adequate FT officers and one Chief (equals total of 5 officers). Currently we have 2 FT officers and Chief (one on medical leave). Working on expanding pool of officers. Strengthen perception of safety at Vallejo and Vacaville. Dwight Calloway concerned about not being able to serve college community adequately in M&O. Again, opted to use subs and OT in anticipation of the November Election outcome before hiring. A fourth programmer is needed. SunGard verified. Ideally a programmer needed for each functional area. Utilize savings from one less manager to fund.	Do cost analysis. Admittedly below minimum police standards. Vice President Ligioso to report back analysis results. Defer custodian discussion until after election. Move forward with courier replacement. Through reorganization Programmer to be addressed.
4.	<ul style="list-style-type: none"> Proposed Mission Statement – Board Policy No. 1003 – Revised Strategic Goals (final) – Cammish 	Reviewed. Meets requirements of ACCJC by identifying student population (examples noted); geographic; and strengthens commitment to student learning. Reviewed the strategic goals.	Edit without taking away essence of intent. Move forward to Board for approval. Move strategic goals forward to Board for approval.
5.	Accreditation Follow-Up Report Timeframe for Visit – October 15 – November 15, 2012 – Laguerre	Cabinet identified ideal dates – November 5, 6, 7, 12, and 13, 2012. Dates that do not work are November 8 – 9, 2012.	EVP Reyes to contact ACCJC.
6.	Code of Ethics Board Policy 4100 – Revised – Laguerre	SGC wants draft to be more brief. Compare to original draft from spring and condense to smaller version.	Dr. Lewis to provide original feedback that went to Co-chairs of Accreditation Report. Reconvene all who are interested from original committee to review information from all who provided input. Senate to provide their feedback. Modify and resend to SALL.
7.	Election of Board Members Policy 1008 – Revised - Laguerre	Postponed	

8.	Marquee - Calilan	Mr. Calilan researched means to update marquee sign. A variety of vendors responded. Wireless capability to be added and a larger screen recommended. Modification of existing and new design reviewed.	Contact Facilities Master Plan architects.
9.	Calendar Check	None	
10.	Announcements	Next SPC Meeting, October 4, 2012, 2:30 p.m.	
11.	Adjournment	5:10 p.m.	

Legend: D = Discussion I = Information C = Consensus

Reports Due:

Responsibility:

September 15, 2012	50% Law, Application for Exemption (CCFS-350A)	
September 15, 2012	Prior Year Enrollment Fee Revenue (CCFS-323)	
October 1, 2012	Amended [Recal] Apportionment Attendance Report (CCFS-320) (For lottery allocation purposes)	
October 10, 2012	Annual Financial & Budget Report (CCFS-311)	
October 10, 2012	Gann Limit (CCFS-311)	
October 10, 2012	Lottery (CCFS-311)	
October 15, 2012	Participation Report [Contracts Awarded to disabled Veteran, Minority, and Women Business Enterprise]	
November 1, 2012	Final Amendments-Apport. Attendance Report (CCFS-320) (For Recal. Purposes) (CCFS-321 and CCFS-320F) (Note: CCFS-321 submitted to Career Technical Education Unit – Barry Noonan, Apprenticeship Coordinator)	
November 1, 2012	Part-Time Faculty Compensation (CCFS-367)	
November 1, 2012	Part-Time health benefits Final Reimbursement Claim 9CCFS-360)	
November 1, 2012	Part-Time Faculty office Hours Final Reimbursement Claim (CCFS-365)	
November 15, 2012	Full-Time Faculty Obligation Report (110/FFO)	
November 15, 2012	Quarterly Fiscal Status Report (CCFS-311Q)	
November 15, 2012	Financial Statements and Audit Report for Auxiliary Organizations	

Parking Lot:

- Emergency Preparedness Updates – Every other SPC meeting (Chief)
 - Facilities Fee Increases — (Ligioso/Espinoza)
 - Campus-Wide Committees (Lamb)
 - Greening of Printers (Calilan)