

**Statement on Report Preparation**

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Fairfield, CA 94534-9137  
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# Press Release

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FOR IMMEDIATE RELEASE  
February 7, 2014

## **ACCJC Reaffirms Solano Community College's Accreditation**

FAIRFIELD, CA, FEBRUARY 7, 2014: Solano Community College (SCC) has received the letter it was waiting for from the Accrediting Commission for Community and Junior Colleges (ACCJC). SCC has been cleared of all sanctions and has received ACCJC's recommendation for accreditation reaffirmation.

"While the College never lost its accreditation status, ACCJC issued warnings over the years for us to make improvements," said Pam Keith, SCC Governing Board President. "Receiving notification that all sanctions have been completely lifted is exhilarating news," she added.

Dr. Jowel Laguerre, SCC Superintendent-President shared, "We are ecstatic to receive the wonderful news regarding our accreditation status! I want to thank the Governing Board, students, faculty, and staff for their patience, hard-work and diligence to restore Solano Community College's reputation. Furthermore, we want to reassure the community that although our status was never removed, we are better than we were two years ago and will strive to continually improve Solano County and Winters local community college."

The College will host a press conference on Monday, February 10, 2014 at the Fairfield Campus, Theater Building. The conference is scheduled to begin at 9:00am. The ACCJC letter will be read and questions will be answered during this time. All are welcome to attend!

### **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: May 5, 2014  
1:00 to 2:30 p.m. (Room 234 Campus Lane).

In attendance: Susanna Gunther, Jim DeKloe, Debbie Luttrell-Wiliams, Roger Clague, Peter Cammish, Diane White, Jowel Laguerre, Sarah Chapman, Annette Dambrosio, Jerry Kea, Maire Morinec, Rachel Ancheta, Crandall-Bear.

Absent: Jeff Lehfeldt, Gabriel Johnson, Shirley Lewis, Gene Thomas

Guest: Justin Howell, IT

The group focused on a discussion of how to best present evidence and Justin Howell, IT, advised us how to save time in October when the Midterm Report deadline draws near. The group discussed the need for uniform citations:

- We name files and include date of the document, e.g., Oct. 15, 2014. NOTE: it was determined that we did not need to use the date at the beginning of evidence as evidence is not necessarily presented sequentially as we write the various sections of the Midterm Report.
- Evidence must be cited within text, e.g. [E5.1.: Academic Senate Minutes, 4-14-14]. USE BRACKETS AND CONSISTENT FORMAT (See SCC 2013 Follow Up Report narrative for model).
- Evidence should eventually be converted to PDF :  
Use Microsoft (conversion built in)  
Do not use a third party proprietary version.
- CLEAN UP DOCUMENTS BEFORE CONVERTING TO PDF's, e.g., delete extraneous information such as personal comments in email threads, lengthy web information that is not pertinent, etc.

We discussed whether or not we will be able to use links in the Midterm Report. Probably best to only link evidence as we have done in the past reports and link Table of Contents, major documents. Hyperlinks must be created and tested. If Equity Plan revisions can get completed ahead of time, it might be possible to link them to the Midterm Report.

In addition to reporting on SCC's 9 Recommendations, we have to report on our 2011 Planning Agenda items. Dambrosio has sent notices to various "leads" to address the items and will be contacting everyone to discuss how to write narratives and collect evidence for this section of the Midterm Report. She is asking that all segments be submitted by the end of June.

The group continued to discuss the need for uniform templates for taking minutes and creating agendas for our various committees. Luttrell-Williams stated that some Schools use a template that was adopted some time ago. Clague also volunteered to research template software that we could use.

One concern is that we need to update our Committee chart on the Web. Committee on Committees was supposed to update the committee list for SCC, but it is not apparent if the work has been completed.

Faculty continue to express concern that some School Shared Drives are not easy to access and navigate.

Clague expressed the concern that we do not have a credible content management system in that it is difficult to determine whose responsibility it is to update Web information. The group suggested that IT send out reminders for the Schools, Standing Committees, etc. to update information so that the SCC Web can be kept up to date.

Dambrosio announced that the final deadline for all 9 Recommendations is this Friday (the first deadline was April 21). She intends to have a draft of the Midterm Report to \$ALL by Commencement and hopes to receive comments to help to refine the revisions that will continue to be done over the summer.

The group suggested that the next meeting would be at the end of June as July is a month in which Standing Committees do not meet in order to allow for vacations.

The meeting adjourned at 2:15 p.m.

# SPRING 2014 STAFF DEVELOPMENT FLEX CAL ACTIVITIES

UPDATED 12/18/13

Thursday, January 9 (*optional day*)

Friday, January 10 (*required day*)

Tuesday, February 18 (*optional day*)



Images by Mary Weidig

Courtesy of SCC Photography Dept.

## Solano Community College

Human Resources Department  
360 Campus Lane  
Fairfield, CA 94534-3197  
(707) 864-7169  
<http://www.solano.edu>

**Workshops are first-come, first-served!**

**Faculty Participation** - Full-time faculty are required to attend four campus in-service days and contract for the remaining six days in either optional workshops or individually planned activities. Adjunct faculty may participate in on- and off-campus in-service activities with approval of immediate supervisor for the number of hours equal to their weekly assigned hours for the semester and will be reimbursed for their participation at their hourly rate of pay.

**Staff Participation** - Classified and management staff are strongly encouraged to attend flex workshops and staff development activities. Released time should be arranged with their immediate supervisor.

**Small Group/Individual Projects/Student Info Tables** - Prior approval from the Dean is necessary for this option. Faculty may use up to six optional flex cal hours per day on optional days to work on curricular activities.





Images by Sheila Williams

Courtesy of SCC Photography Dept.

**THURSDAY,  
JANUARY 9, 2014  
(Optional Day—6 hours)**

9:00 a.m. -12:00 p.m. (3 hours optional flex credit), **Building 1400, Room 1421**  
**Academic Senate meeting**, Susanna Gunther, Academic Senate President

9:00 a.m. - 12:00 p.m. (3 hour optional flex credit) **Building 1500, Room 1526/Capacity 40**  
**Math Basic Skills Workshop**, Math Faculty  
Basic Skills Instructors will make presentations based on their recent conference attendance to share best practices in Basic Skills Math. Recent SLO assessments will be analyzed and discussed. Finally, the group will create goals for the coming semester.

10:00 a.m. – 12:00 p.m. (2 hours optional flex credit) **Building 800, Room 804/Capacity 54**  
**EEO/Selection Committee Training**, Human Resources (RSVP to Eileen X 7169)  
This workshop is designed to familiarize hiring committees charged to hire new staff and faculty with procedures related to areas of selection, diversity, Title V, and Equal Employment Opportunity (EEO) guidelines. Anyone who wishes to serve on a hiring committee must have this training.

10:00 a.m. – 12:00 p.m. (2 hours optional flex credit) **Building 700, Room 705/Capacity 55**  
**Improving Students' Writing in Science Courses**, Jack Shouten, English Professor and Brad Paschal, Biology Professor  
This workshop is intended for English and biology faculty to discuss student writing in biology courses.

12:00 p.m. - 5:00 p.m. (5 hours optional flex credit) **Vacaville Center, conference room 232**  
**Joint Meeting of the Student Equity Committee and Equity and Inclusion Advisory Council:**  
Seminar on diversity and equity.  
**This session is for committee members only.**

12:00 p.m. – 1:30 p.m. **Building 1400, Back half of the Cafeteria**  
**CSEA luncheon**, RVSP to Lisa Raquel @ ext. 4615 or [lraquel@solano.edu](mailto:lraquel@solano.edu)

1:00 p.m. – 4:00 p.m. (3 hours optional flex credit), **Building 1400, Room 1421**  
**Academic Administrators and Academic Senate Meeting**, Susanna Gunther, Academic Senate President

1:00 p.m. – 3:00 p.m. (2 hours optional flex credit) **Building 800, Room 804/Capacity 54**  
**Sexual Harassment Workshop**, Human Resources (**RSVP to Eileen at X 7169**)

This workshop will meet the requirements of AB 1825, which requires community college employers to provide harassment prevention training and education to their new supervisory employees within 6 months of hire/promotion and to their current supervisory employees every two years. Faculty that have supervision over students are required to attend every two years, as well. Everyone is encouraged to attend this training as we all have interactions with faculty, staff, and students. This workshop provides information on how best to avoid liability based on alleged sexual and other forms of harassment, discrimination and retaliation in colleges. The focus of the workshop is practical, and includes discussions of hypothetical, but realistic, fact situations. This workshop will address harassment, discrimination, and retaliation between:

- Employees & Employees
- Employees & Students
- Students & Students
- Supervisors & Employees

1:00 p.m. – 3:00 p.m. (2 hr. optional flex) **Building 400, Room 446/Capacity 36**  
**CalSTRS Retirement Workshop**  
Charlene Bode, Benefits Counselor.  
Client outreach and guidance.

1:00 p.m. - 2:00 p.m. (1 hour optional flex credit) **Building 400, Room 444/Capacity 36**  
**i>clickers: How I use them to teach Chemistry**, Kathleen Conrad, Adjunct Chemistry Instructor  
Using "clickers" in class is a great way to keep students interested and engaged during lectures, promote group interaction and learning, and a way to quickly assess student understanding of the concepts and materials presented in class. You can even use them to assess SLO's! An overview of how to set-up your lecture to use clickers using the FREE instructor kit given by the publisher (Macmillan), sample clicker questions (including how to take attendance using clickers), and how to view and immediately access student responses will be given. And no - you do NOT need to get IT involved! The system is "self-contained" using a base unit and memory stick that works with either your laptop or the campus computers.

1:00 p.m. – 3:00 p.m. **Building 400 Room 445/Capacity 42**  
**Understanding your CalPERS Rights & Rewards**, Nadine Franklin, Sr. Member Benefits Coordinator, CSEA  
If you are part of CalPERS you need to know how the system works, what benefits are available while you are employed and how to protect your retirement funds if you leave your current employment. You will learn what information CalPERS uses to calculate your retirement and how to find out if your contributions are correct so you will receive the maximum monthly retirement to which you are entitled. You will also learn what your beneficiary will receive if you are deceased before or after retirement. Your Social Security coordination with CalPERS will also be discussed. This fast paced seminar is packed with important information for employees of all ages. Booklets will be distributed and questions will be answered.



Images by Sheila Williams



Courtesy of SCC Photography Dept.

**CANVAS TRAINING.** All workshops in **Building 500, Room 503/Capacity 32**

Priority seating will be given to faculty planning to teach in Canvas in Fall semester 2014.

10:00 a.m. - 11:00 a.m. (1 hour optional flex credit) **RSVP to Dale Crandall-Bear, DE Coordinator** at [Dale.Crandall-Bear@solano.edu](mailto:Dale.Crandall-Bear@solano.edu) by Monday, Jan. 6 at 4:00 pm.

**Canvas Training Workshop 1: Getting Started in Online Teaching with Canvas**

Topics covered:

- 1.1 What is Canvas?
- 1.2 Overview of the Canvas Workspace (from eCollege to Canvas)
- 1.3 Personalizing Canvas
- 1.4 Setting Up a Course Shell
- 1.5 Creating and Organizing Content

*As part of this workshop, participants will be enrolled in an online Canvas course shell for follow-up activities.*

11:00 a.m. - 12:00 p.m. (1 hour optional flex credit) **RSVP to Dale Crandall-Bear, DE Coordinator** at [Dale.Crandall-Bear@solano.edu](mailto:Dale.Crandall-Bear@solano.edu) by Monday, Jan. 6 at 4:00 pm.

**Canvas Training Workshop 2: Building an Effective Online Course in Canvas,**

Topics covered:

- 2.1 Using the Communication Tools
- 2.2 Creating & Managing Assignments
- 2.3 The Learning Outcomes Tool
- 2.4 Working with the Gradebook / Giving Feedback / Speed Grader

*As part of this workshop, participants will be enrolled in an online Canvas course shell for follow-up activities.*

1:00 p.m. - 2:00 p.m. (1 hour optional flex credit) **RSVP to Dale Crandall-Bear, DE Coordinator** at [Dale.Crandall-Bear@solano.edu](mailto:Dale.Crandall-Bear@solano.edu) by Monday, Jan. 6 at 4:00 pm.

**Canvas Training Workshop 3: Creating Interactive, Engaging Online Learning Environments**

- 3.1. Strategies for Engaging & Retaining Students in Online Courses
- 3.2 Creating an Interactive Learning Environment
- 3.3 Groups and Collaborations
- 3.4 Mobile Apps

2:00 p.m. - 3:00 p.m. (1 hour optional flex credit) **RSVP to Dale Crandall-Bear, DE Coordinator** at [Dale.Crandall-Bear@solano.edu](mailto:Dale.Crandall-Bear@solano.edu) by Monday, Jan. 6 at 4:00 pm.

**Canvas Training Workshop 4: DE Guidelines / ADA-508 / Student Support Services**

- 4.1 Overview of DE Guidelines (ACCJC & Chancellor's Office)
- 4.2 ADA Guidelines; 508 Compliance & Best Practices
- 4.3 Student Support Services for Online Education

**ADJUNCT SUPPORT CENTER-Adjunct Faculty Forum and Support Center Kickoff**

6:00 p.m. – 8:00 p.m. (2 hours optional flex credit) **Building 100, Library Rotunda**

**Adjunct Faculty Forum**, Master of Ceremonies, Nick Perrone, Adjunct History Professor

Agenda:

- Tour of Adjunct Support Center
- Update on: Rehire Rights, Salary Increases, and Other Adjunct Issues
- Dinner and Refreshments
- Guests: Superintendent/President Jowel Laguerre; IVP Diane White; CTA President James DeKloe
- CTA Membership Forms Available for New Adjunct Faculty

**FRIDAY, JANUARY 10, 2014**  
*(Required Day—6 hours)*

8:00 a.m. – 9:00 a.m. (1 hour optional flex credit) **Building 1400, Cafeteria**

**Lite Breakfast**, Sponsored by S/P office

**Breakfast will include Presidential awards and recognize 10, 15, 20 yrs. of service for employees.**

**(2.5 hours required flex credit 9:15 a.m. – 12:00 p.m.)**

**These activities are in Building 1200, Theater**

9:15 a.m. – 9:25 a.m.

**Welcome**, Janene Whitesell, Speech Professor

9:25 a.m. – 9:45 a.m.

**State of the College**, Dr. Jowel Laguerre, Superintendent-President

9:45 a.m. – 10:00 a.m.

**Q & A with the Superintendent-President**, Dr. Jowel Laguerre

10:00 a.m. – 12:00 p.m.

**Student Success Discussion—"Conversations That We Don't Have But Should"**

10:00-10:10 Introduction to the Student Success Initiative (SB1456)

10:10-10:30 TED TALK on Student Success

10:30-11:30 Breakout sessions: discussions about what our faculty/staff can do to help our students succeed.

11:30-12:00 Reassembly to share ideas and suggestions

12:00 p.m. – 1:00 p.m., **Building 1400, Cafeteria**  
**All College Lite Lunch**, Sponsored by S/P office

**(3.5 hours required flex credit 1:00 p.m. – 4:30 p.m.)**

1:00 a.m. – 2:00 p.m. **Building 1500, Room 1530/Capacity 42**

**The Brain that is Doing is the Brain that is Learning**, Danielle Widemann, Geology Professor  
The OnCourse Workshop taught me new skills to make my classroom more interactive. Students really do need to be interactive to learn. I was excited to see the students' scores improve and they really did! I will work with you on some of the methods through classroom simulations. Hopefully, you will leave with some new ways to teach a concept that you can use in your classroom next semester.

1:00 p.m. – 2:00 p.m. **Building 400, Room 446/Capacity 36**

**Academic Calendar Development Workshop**, Barbara Fountain Director, Admissions & Records  
Hate the calendar? Confused by the calendar? Angry about the calendar? Join us for this workshop to learn the regulations that guide the development of the calendar as well as local challenges that contribute the final product. Get your questions answered. Contribute your ideas for improvement. This workshop will be recorded & will be available online. This will be offered again next semester also.

1:00 p.m. - 2:00 p.m. **Building 700, Room 713/Capacity 55**

**Accreditation: What is next for SCC? SCC Accreditation: How to Stay off Warning, Probation, and All ACCJC Sanctions**, Annette Dambrosio, Accreditation Coordinator

SCC has struggled off and on for the last few years to get off sanctions. What can we do to break the "on sanction" cycle and ensure compliance with SCC standards? Attend this session and voice your ideas. Our Self Study is on the horizon and we need all reasonable ideas!

1:00 p.m. - 2:00 p.m. **Building 800, Room 812/Capacity 55**

**Program Review Training for the School of Social and Behavioral Sciences, Counseling and ½ School Math and Sciences**, Amy Obegi, Child Development and Family Studies Professor; Peter Cammish, Dean Research and Planning; Pei-Lin Van't Hul, Lead Research Analyst

This workshop is designed for faculty who will be undergoing Program Review during the 2014-2015 academic year. We will discuss the process, review the self-study template, and discuss data collection.

2:00 p.m. – 3:30 p.m.

**SLO and PLO Departmental Discussions.**

Career Technical Education & Business, **Building 500, Room 505**

Counseling/DSP&S/Special Services, **Building 400, Room 445**

Human Performance & Development, **Building 1700, Room 1746**

Liberal Arts, **Building, 800, Room 812**

Math/Science, **Building 300, Room 308**

Social and Behavioral Sciences **Building 700, Room 703**

School of Health Sciences Room **Building 800, Room 807b**

3:30 p.m. – 4:30 p.m.

**School Meetings**

Career Technical Education & Business, **Building 500, Room 505**

Counseling/DSP&S/Special Services **Building 400, Room 445**

Human Performance & Development **Building 1700, Room 1746**

Liberal Arts **Building 800, Room 812**

Math/Science **Building 300, Room 308**

Social and Behavioral Sciences **Building 700, Room 703**

School of Health Sciences **Building 800, Room 807b**

# FALL 2014 STAFF DEVELOPMENT FLEX CAL ACTIVITIES

UPDATED 8/3/14

Friday, August 8 (*optional day*)  
Monday, August 11 (*optional day*)  
Tuesday, August 12 (*required day*)



Images by Mary Weidig



Courtesy of SCC Photography Dept.

## Solano Community College

Human Resources Department  
360 Campus Lane  
Fairfield, CA 94534-3197  
(707) 864-7137  
<http://www.solano.edu>

### Workshops are first-come, first-served!

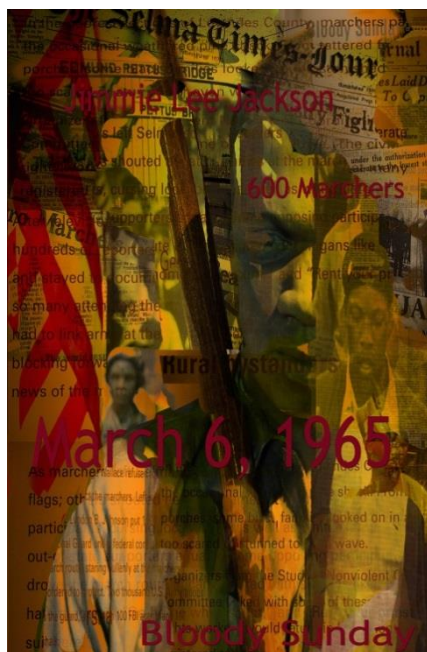
**Faculty Participation** - Full-time faculty are required to attend four campus in-service days and contract for the remaining six days in either optional workshops or individually planned activities. Adjunct faculty may participate in on- and off-campus in-service activities with approval of immediate supervisor for the number of hours equal to their weekly assigned hours for the semester and will be reimbursed for their participation at their hourly rate of pay.

**Staff Participation** - Classified and management staff are strongly encouraged to attend flex workshops and staff development activities. Released time should be arranged with their immediate supervisor.

**Small Group/Individual Projects/Student Info Tables** - Prior approval from the Dean is necessary for this option. Faculty may use up to six optional flex cal hours per day on optional days to work on curricular activities.



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Courtesy of SCC Photography Dept.

**FRIDAY,  
AUGUST 8, 2014  
(Optional Day - 6 hours)**

8:00 a.m. – 10:00 a.m. (2 hours optional flex credit) **Building 800 Room 804**  
**Assessment Committee meeting** - Organizational meeting to develop plans for 2014-15.

10:00 a.m. – 4:00 p.m. (6 hours optional flex credit) **Board Room, 1<sup>st</sup> Floor 360 Campus Lane**  
**New Employee Orientation, Human Resources**  
**ALL NEW FACULTY SHOULD ATTEND, SENIORITY DRAW WILL TAKE PLACE DURING THIS ORIENTATION.**

**MONDAY,  
AUGUST 11, 2014  
(Optional Day - 6 hours)**

9:00 a.m. – 12:00 p.m. (3 hours optional flex credit), **Building 1400, Room 1421**  
**Academic Senate meeting**, Michael Wyly, Academic Senate President

9:00 a.m. – 12:00 p.m. (3 hour optional flex credit) **Building 1500, Room 1530/Capacity 40**  
**Math Basic Skills Workshop**, Math Faculty  
Kheck Sengmany will present a workshop to share her experiences at the AMATYC conference last fall. Results of the summer review and drop-in faculty advising service will be shared and the committee will discuss future plans to attempt to properly place students. The common SLO assessment problems that were developed last fall will be revisited and revised. Finally, the group will discuss plans and create goals for the coming semester.

10:00 a.m. – 12:00 p.m. (2 hours optional flex credit ) **Building 300, Room 308**  
**School of Math and Science New Faculty Orientation**, John Yu, School of Math and Science Dean

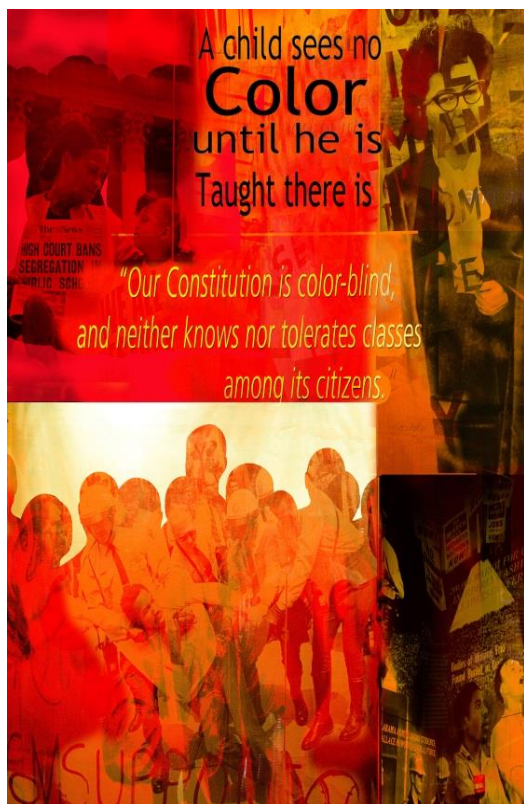
- 10:00 a.m. – 12:00 p.m. (2 hour optional flex credit) **Building 100, Room 103/Capacity 32**  
**Canvas Training Workshop** Priority seating will be given to faculty planning to teach in Canvas in Fall semester 2014. **RSVP to Dale Crandall-Bear, DE Coordinator** at [Dale.Crandall-Bear@solano.edu](mailto:Dale.Crandall-Bear@solano.edu) by Friday, Aug 8 at 4:00 pm.
- 10:00 a.m. – 12:00 p.m. (2 hours optional flex credit) **Building 400, Room 443 Capacity 36**  
**Book Discussion: “David and Goliath: Underdogs, Misfits, and the Art of Battling Giants”** by Malcolm Gladwell, facilitated by James DeKloe, Biology and Biotech Professor  
 In *David and Goliath*, Malcolm Gladwell challenges how we think about obstacles and disadvantages, offering a new interpretation of what it means to be discriminated against, or cope with a disability, or lose a parent, or attend a mediocre school, or suffer from any number of other apparent setbacks.
- 10:00 a.m. – 12:00 p.m. (2 hours optional flex credit) **Building 700, Room 705/Capacity 55**  
**Improving Students' Writing in Science Courses**, Josh Scott, English Professor, Michelle Smith, Biology Professor and Brad Paschal, Biology Professor  
 Although we all agree that close reading and effective writing skills are essential to success across the curriculum, many instructors feel that, with all of the other tasks and goals of the semester, they don't have the time to hold students to--and help students achieve--certain reading and writing standards. To this end, the English and biology departments have begun collaborating in order to help science students, in particular, engage in meaningful reading and writing tasks. This workshop will focus on at least some the following tasks: writing and developing papers which compare/contrast and/or argue a point, interpretation of graphs and designing and analyzing studies. Please bring a specific task or assignment you would like to revise or improve—the goal of this workshop is for you to leave with something specific that is useful for your class this semester!
- 12:00 p.m. – 1:30 p.m. **Building 1400, Room 1401, (Faculty Staff Lounge)**  
**CSEA luncheon**, RVSP to Debbie Luttrell-Williams @ ext. 4477 or [Debbie.Luttrell-Williams@solano.edu](mailto:Debbie.Luttrell-Williams@solano.edu)
- 12:00 p.m. – 1:30 p.m. **Building 1400, Cafeteria**  
**SCFA Luncheon and Meeting**, James DeKloe, SCFA President
- 1:30 p.m. – 4:30 p.m. (3 hours optional flex credit), **Building 1400, Room 1421**  
**Academic Administrators and Academic Senate Meeting**, Michael Wyly, Academic Senate President
- 1:30 p.m. – 3:30 p.m. (2 hr. optional flex) **Building 400, Room 443/Capacity 36**  
**CalSTRS Retirement Workshop**, Charlene Bode, Benefits Counselor.  
 Client outreach and guidance.
- 1:30 p.m. – 3:30 p.m. **Building 400 Room 445/Capacity 42**  
**Understanding your CalPERS Rights & Rewards**, Danny Brown, Division Chief, CalPERS  
 If you are part of CalPERS you need to know how the system works, what benefits are available while you are employed and how to protect your retirement funds if you leave your current employment. You will learn what information CalPERS uses to calculate your retirement and how to find out if your contributions are correct so you will receive the maximum monthly retirement to which you are entitled. You will also learn what your beneficiary will receive if you are deceased before or after retirement. Your Social Security coordination with CalPERS will also be discussed. This fast paced seminar is packed with important information for employees of all ages. Booklets will be distributed and questions will be answered.
- 1:30 p.m. – 3:30 p.m. (2 hour optional flex credit) **Building 1500, Room 1530/Capacity 40**  
**Embedded Tutor Orientation & Training**, Genele Rhoads, Math Professor  
 Math instructors and embedded tutors will meet to discuss expectations of the student tutors. There will be opportunities to assess the math basic skills embedded tutor program that began last semester, share practices that were especially effective with the entire group, and collaborate in smaller groups to address course specific issues. There will also be time for instructors to work individually with their embedded tutors and plan for the coming semester.



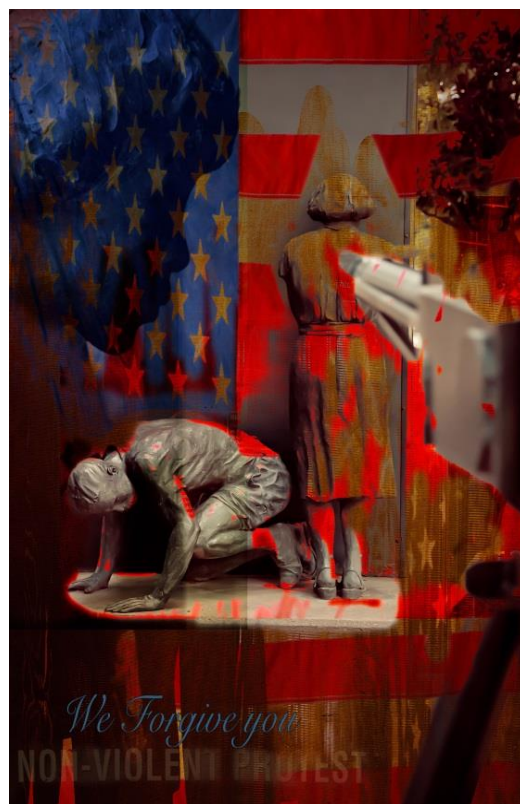
1:30 p.m. – 3:30 p.m. (2 hour optional flex credit), **Building 500, Room 505 (Limited to 42 participants)**

**Curriculum & CurricUNET Training for Faculty**, Curtiss Brown, Kinesiology Professor

CurricUwhat? Come learn about course development and the curriculum approval process, find out how the Committee works and what it's looking for when your course is on the agenda, and get specific information on navigating CurricUNET



Images by Sheila Williams



Courtesy of SCC Photography Dept.

1:30 p.m. – 3:30 p.m. (2 hour optional flex credit) **Building 800, Room 812/Capacity 55**

**New Smart Classroom Training**, Dale Crandall-Bear, Distance Education Coordinator

This will primarily be for the faculty who will be using the rooms in Fall 2014, but could be open to any other interested faculty. **RSVP to Dale Crandall-Bear, DE Coordinator** at [Dale.Crandall-Bear@solano.edu](mailto:Dale.Crandall-Bear@solano.edu) by Friday, Aug 8 at 4:00 pm.

3:30 p.m. – 5:30 p.m. **Building 300 Room 308 /Capacity 85**

**Adjunct Healthcare Issues and the Affordable Care Act**, Sponsored by the Adjunct Support Center and CTA, Mark DeWeerd, CTA.

Anyone interested is welcome.

4:00 p.m. – 5:30 p.m. (2 hours optional flex credit) **Building 400, Room 414**

**Supplemental Instruction (SI) Information and Planning Meeting**, Diane White, IVP Academic Affairs and Charles Spillner, ASC Coordinator

This will be an informational, training and planning meeting for First Year Experience (FYE) teachers and SI leaders. This derives from a strategic proposal to support the (FYE) Learning Community. Implementation of SI for FYE Spring semester will be discussed also.

**ADJUNCT SUPPORT CENTER-Adjunct Faculty Forum and Support Center Kickoff**

6:00 p.m. – 8:00 p.m. (2 hours optional flex credit) **Building 100, Library Rotunda**

**Adjunct Faculty Forum**, Master of Ceremonies, Nick Perrone, Adjunct History Professor

**TUESDAY, AUGUST 12, 2014**  
***(Required Day—6 hours)***

8:00 a.m. – 8:50 a.m. (1 hour optional flex credit) **Building 1400, Cafeteria**

**Lite Breakfast**, Sponsored by S/P office

**Breakfast will include Presidential awards and recognize 10, 15, 20 yrs. of service for employees.**

**(3 hours required flex credit 9:00 a.m. – 12:00 p.m.)**

**These activities are in Building 1200, Theater**

9:00 a.m. – 9:10 a.m.

**Welcome**, Janene Whitesell, Speech Professor

9:10 a.m. – 9:45 a.m.

**State of the College**, Dr. Jowel Laguerre, Superintendent-President

9:45 a.m. – 10:20 a.m.

**Distinguished Faculty Presentations** – Introductions by Michael Wyly, Academic Senate President

10:20 a.m. – 10:40 a.m.

**Assessment Update** – Gene Thomas, Assessment Coordinator

10:40 a.m. – 12:00 p.m.

**Student Success and Support Panel Presentation**

10:40 - 11:15 Update on SSSP Plan and progress

11:15 - 11:30 SARS Alert demonstration

11:30 - 11:35 Academic Success Center

11:40 - 11:50 Safety Committee

11:50 - 12:00 Questions

12:00 p.m. – 1:00 p.m., **Building 1400, Cafeteria**

**All College Lite Lunch**, Sponsored by S/P office

12:00 p.m. – 2:00 p.m., **Building 1700, Room 1738**

**CCCAA Compliance**, Presenter: Dale Murray, Commissioner of Coast Conference

Commissioner Murray will present on the California Community College Athletic Association (CCCAA)

Constitution and Bylaws. All coaching staff are encouraged to attend. Completion of R-Series Forms will take place during this workshop.

**(3 hours required flex credit 1:00 p.m. – 4:00 p.m.)**

1:00 p.m. – 2:00 p.m. **Building 800, Room 802 /Capacity 62**

**2014-15 Budget**, Yulian Ligioso, Vice President, Finance and Administration

1:00 p.m. – 2:00 p.m. **Building 800, Room 812/Capacity 55**

**Demonstration of our new Smart Classroom**, Dale Crandell-Bear, Distance Education Coordinator.

This will be an introductory orientation to the smart classrooms funded by the Instructional Equipment money.

1:00 p.m. – 2:00 p.m. **Building 500, Room 506/Capacity 46**

**Perkins Funds – Who, What, Where, When, Why**. Maire Morinec, Dean of the School of CTE and Business

1:00 p.m. – 2:00 p.m. **Building 800, Room 804/Capacity 55**

**Creative Approaches to Be Fully Engaged in Staff Equity**

Meet with members of the Equity, Inclusion, and Advisory Committee (EIAC) and exchange ideas pertaining to diversity, inclusion, and equity! Come one and all and engage in informal dialogue on how we might continue to improve staff equity at SCC.

**1:00 p.m. – 2:00 p.m. Building 700, Room 713/Capacity 55**

**Accreditation: 2014 Midterm Report Update, Annette Dambrosio, Accreditation Coordinator**

**All are welcome to a dialogue pertaining to the 2014 Midterm Report (draft).**

**1:00 p.m. – 2:00 p.m. Building 700, Room 705/Capacity 55**

**Program Review Workshop: It's Writing Time!** Amy Obegi, Child Development and Family Studies Professor; Peter Cammish, Dean Research and Planning; Pei-Lin Van't Hul, Lead Research Analyst

Programs that are currently undergoing program review (Schools of Social and Behavioral Sciences, ½ of Math and Sciences, School of Health Sciences and Counseling) are invited to attend a program review workshop to support the writing process. Samples will be provided, writing benchmarks will be discussed, and questions will be answered. Peter Cammish and Pei-Lin Van't Hul from Research and Planning will also be available to answer questions regarding data.

**2:00 p.m. – 4:00 p.m. Building 800 Room 811/ Capacity 55**

**Equity and Diversity Workshop SPECIAL SESSION for Maintenance Staff, Karen McCord,**

Dr. McCord will lead this two hour workshop which will serve as ongoing training and professional development for all SCC.

**2:00 p.m. – 4:00 p.m. See room assignments below:**

**School and Departmental Discussions.**

Deans and faculty to address these items:

- SLO/PLO assessments work (discussions; presentations on assessments and changes faculty have made as a result of assessments)
- Updates on Project Database for Implementation of Educational Master Plan Goals (by department)
- FTES Targets and Scheduling discussions
- Program Review (for a few Schools)
- Curriculum Review
- The Achievement Gap and the SCC Student Equity Plan

Career Technical Education & Business, **Building 500, Room 505**

Counseling/DSP&S/Special Services, **Building 400, Room 445**

Liberal Arts, **Building, 1300, Room 1301**

Math/Science, **Building 300, Room 308**

Social and Behavioral Sciences **Building 700, Room 703**

School of Health Sciences Room **Building 800, Room 807b**

**Pei-Lin Van't Hul**

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**From:** Annette Dambrosio  
**Sent:** Tuesday, May 20, 2014 10:43 PM  
**To:** \$ALL  
**Subject:** ACCREDITATION MIDTERM REPORT DRAFT FOR YOUR COMMENTS  
**Attachments:** MIDTERM REPORT 2014.docx; Accred Calendar 2014.docx; 2011 Planning Chart.docx

**Importance:** High

May 20, 2014

Dear Colleagues,

Attached is the first draft ACCJC Midterm Report for your critique and the 2011 Planning Agenda Items (from our 2011 Self Study) to which the College must respond.

The draft - a collaboration of contributions from all of you - is a working draft. No doubt that I may have inadvertently omitted important information or may have included erroneous information, which is why your critique is central to the authenticity and completeness of this document. Additional data (to include responses to the 2011 Planning Agenda Items) will be integrated as it becomes available.

Please email your suggestions to me: [adambros@solano.edu](mailto:adambros@solano.edu).

I will then forward your comments to the various Committee members as needed and integrate your suggestions/corrections where appropriate.

Guidelines for submitting comments:

- Use ACCREDITATION as your subject heading in your email to me.
- Cut and paste specific areas and email to me with comments (Please do not use the editing tracking system.).
- If you have evidence, please submit as an attachment, so I can move evidence directly into the ACCJC evidence folder.
- If you wish to deliver comments to me in person, there is a mailbox outside of my Campus Lane office (Office 203).

Please send comments by June 25. I have attached the Accreditation Calendar so you can anticipate additional updates. I will continue to work on the Midterm Report this summer and will resend a revised draft again (to include responses to the 2011 Planning Agenda items and a preview of the evidence file) sometime in August.

My thanks to all of you,

Annette Dambrosio  
Accreditation Coordinator



**SCC Mission:** Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.

**SUPERINTENDENT-PRESIDENT'S CABINET  
AGENDA**

Monday, September 15, 2014  
Conference Room 234  
9:00 a.m. – 11:00 a.m.

Present: Dr. Jowel Laguerre, Roger Clague, Dr. Wade Larson, Dr. Shirley Lewis, Yulian Ligioso,  
Leigh Sata, Diane White, and Judy Spencer  
Excused: Jocelyn Mouton  
Guest: Dr. Annette Dambrosio

**NEW ITEMS**

- Accreditation Midterm Report - Dambrosio
- Site Administrators Follow Up from September 2 and 8 – Vacaville/Vallejo – White
- Conversation – All First-Year Experience Type Programs under One Umbrella from September 8– White/Lewis
- Financial Aid Issues Update – Clague/Lewis/Ligioso
- Board Expectations for Administration – Laguerre
- CISCO Visit – Laguerre
- Prison Program – Laguerre
- Solano County Jail – Laguerre
- Juvenile Hall – White/Laguerre
- District Donation Form – Spencer
- Governing Board Agenda – September 17, 2014 – Spencer/Laguerre

**STANDING ITEMS**

- Personnel – Larson
  - HR Consent – October 15, 2014



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- Negotiations – Larson
- Bond Update - Sata

## **OTHER**

### Note:

Strategic Proposals - Invited Guests:   September 22 – Corrine Kirkbride/Melissa Reeve  
September 29 – Josh Scott – Writing Lab Performance  
Genele Rhoads – Embedded Tutors – Not available  
anytime during Cabinet

## **NEXT AGENDA ITEMS**

## **ADJOURNMENT**

### **Parking Lot**

- Capacity Load Ratio Study – Calloway/Sata – September 22
- Direct Deposit Update – Ligioso - September 22 (Completion January 2015)
- Update of Administrative Assistant Positions from III to IV – Larson/White – September 22
- Student Success and Support Program – Lewis/Mouton/white/fountain – review with finance – September 22
- 2015-2016 Faculty Positions – White - October
- Job Descriptions – Lead Engineer/Engineer – Larson/Ancheta
- Fingerprinting for Student Workers/TB Screening/Equipment Purchase – Larson – September 29



## ACADEMIC SENATE

### AGENDA

September 15, 2014

ASSC 1421

3:00 pm – 5:00 pm

**1. Call to Order**

**2. Roll Call:**

Michael Wyly, President

Mark Berrett; Sabine Bolz; Curtiss Brown *ex-officio*; Thomas Bundenthal; Nick Cittadino; Lue Cobene; Catherine Cyr; Dale Crandall-Bear *ex-officio*; Joe Conrad; Erin Duane; Lisa Giambastiani; Susanna Gunther *ex-officio*; Les Hubbard; LaNae Jaimez; Amy Obegi; Terri Pearson-Bloom; Ken Williams  
Connie Adams, Admin Assistant

Guests: Jowel Laguerre, Diane White, Roger Clague, Annette Dambrosio, Melissa Reeve, Gene Thomas

**3. Approval of Agenda – September 15, 2014**

**4. Approval of Minutes – August 11** (2 sets – regular and Ed Admin joint meetings)

**5. Comments from the Public** (3 minute limit per person)

**6. President’s Report** (15 minutes)

**7. Superintendent/President’s Report** (10 minutes)

**8. Interim Vice President’s Report** (10 minutes)

**9. Action Items**

- 9.1 Emergency and Part Time Hiring Policy/revised
- 9.2 Accreditation Mid-term Report
- 9.3 Update the Academic Program Review Committee Membership
- 9.4 Student Equity Plan / Combining Committees – Proposal

**10. Information/Discussion Items**

- 10.1 Shared Learning – Roger Clague & Dale Crandall-Bear
- 10.2 Solutions for Additional Procedural Program Review Language in the APR Committee Handbook – Amy Obegi
- 10.3 Creation of Task Force to Develop One Annual Form for Updating/Reviewing PR/EMP/PLOs – Amy Obegi & LaNae Jaimez
- 10.4 Creation of a Yearly Update for all Programmatic Assessments (Program Review, PLOs, EMPs) – Amy Obegi
- 10.5 Faculty Hiring Policy 4005 Procedure Revision – Michael Wyly

**11. Reports**

- 11.1 Subcommittees
  - 11.1.1 Basic Skills/Learning Communities – Melissa Reeve
  - 11.1.2 Curriculum – Curtiss Brown
  - 11.1.3 Distance Ed – Dale Crandall-Bear
  - 11.1.4 Flex Cal – Chuck Spillner
  - 11.1.5 Program Review – Amy Obegi

11.2 Other Committees

11.2.1 Assessment – Gene Thomas

11.2.2 10+1 Committee – LaNae Jaimez

11.2.3 Election

**12. Action Reminders**

Program Review needs a representative from either Library or Counseling, a student representative, and could use another representative from Health Sciences.

**13. Announcements**

The next regular Senate meeting will be held on September 29, 3:00 – 5:00 pm in ASSC 1421.

**14. Adjournment**





**AGENDA**  
 Shared Governance Council  
**Special Meeting**  
**Wednesday, September 17, 2014**  
**2-4 p.m.**  
**Administration Building**  
**360 Campus Lane, First Floor- Board Room**  
**Fairfield, CA**

**Voting Members**

**Faculty**

Michael Wyly, Academic Senate President  
 James DeKloe, SCFA

**Local 39**

Jeff Lehfeltd  
 Richard Crapuchettes

**Advisory Members**

Diane White, Interim Vice President, Academic Affairs (Chair)  
 Yulian Ligioso, Vice President of Finance and Administration  
 Peter Cammish, Dean, Research, Planning, and Institutional Effectiveness

**Minority Coalition**

Karen McCord  
 Kevin Anderson

**Students:**

Naser Baig

**CSEA**

Debbie-Luttrell Williams, President  
 George Olgin

**ALG**

Maire Morinec  
 Robin Darcangelo

| ITEM   | PURPOSE            | TIME             |
|--|--------------------|------------------|
| <b>1. Call to Order</b><br>(a) <b>Approval of Agenda</b><br>(b) <b>PUBLIC COMMENTS</b> | Action             | <b>2:00 p.m.</b> |
| <b>2. Board Policy and Procedures 2070 Accreditation</b><br>A. Dambrosio               | Information/Action |                  |
| <b>3. Accreditation Midterm Report</b><br>A. Dambrosio                                 | Action             |                  |
| <b>4. Adjournment</b>  |                    | <b>4:00 p.m.</b> |



# AGENDA

## SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

### NOTICE OF SPECIAL MEETING

Wednesday, October 8, 2014  
6:30 p.m.  
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, each speaker coming before the Board is limited to one presentation per specific agenda item and to one presentation per meeting on non-agenda matters. The three minutes time allotted for speaking per topic is only allotted for the individual whose name is on the Public Comment Card that is submitted at the beginning of the meeting. No speaker can yield their three minutes or a portion of their three minutes to another speaker. (SCCD Board Policy 1043).** 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**

Pam Keith, President  
A. Marie Young, Vice President  
Monica Brown  
Sarah E. Chapman, Ph.D.  
Denis Honeychurch, J.D.  
Michael A. Martin  
Rosemary Thurston  
Naser J. Baig, Student Trustee  
Jowel C. Laguerre, Ph.D., Secretary

4. APPROVAL OF AGENDA
5. COMMENTS FROM MEMBERS OF THE PUBLIC
6. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Academic Affairs

- (a) Accreditation Midterm Report, Page 1

7. 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 AGENDA SPECIAL MEETING.10.08.14.FINAL