

Recommendation 9: Develop a Code of Ethics

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CODE OF ETHICS 4100

POLICY:

The Code of Ethics serves to articulate values and characteristics that everyone is expected to embody and promote. Each employee of Solano Community College shall:

- Abide by all legal obligations to include state and federal law and College policies.
- Treat each other with uncompromising integrity, dignity, respect, and fairness.
- Respect privacy and confidentiality.
- Act with transparency and be mindful of conflicts of interest.
- Maintain a safe and secure work environment.
- Recognize the College's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Use technology resources and social networks professionally and responsibly.
- Conduct ourselves in a spirit of collegiality and civility.

REFERENCES/AUTHORITY: Accreditation Standards III.A.1.d

BP4100 ADOPTED: March 6, 2013

From: Debbie Luttrell-Williams
Sent: Monday, May 05, 2014 3:54 PM
To: CSEA
Subject: SOLANO COMMUNITY COLLEGE - Code of Ethics

Good afternoon Members,

As a follow up to our accreditation, we are required to send in a mid-year report. Included in this report is an assessment of the District's Code of Ethics adopted in March of 2013. In order to responsibly assess what is in fact the doctrine we live by, I need to have input from you on any concerns that may need to be addressed with the current document. Please review and return your input no later than Thursday, May 8, so I can write my report.

Thank you all,
In Unity,

Debbie Luttrell-Williams
Chapter President
CSEA Chapter 211
(707)631-0643



ACADEMIC SENATE

Adopted Minutes

May 5, 2014

ASSC 1421

3:00 pm – 5:00 pm

1. Call to Order

President Gunther called the meeting to order at 3:05 pm.

2. Roll Call:

Susanna Gunther, President

Sabine Bolz, Kevin Brewer, Nick Cittadino, Lue Cobene, Catherine Cyr, Lisa Giambastiani, Amanda Greene, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Teri Pearson-Bloom, Dan Ulrich, Darla Williams, Ken Williams, Michael Wyly, Connie Adams, Admin Assistant

Absent/Excused: Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex officio*, Erin Duane,

Guests: Jowel Laguerre, Diane White, Annette Dambrosio, Barbara Fountain

Welcome New 2014-2015 Senators: Tom Bundenthal – At-Large; Kathleen Callison – Part-Time Rep; Joe Conrad – School of Math/Science; Mark Berrett – School of CTE & Business.

3. Approval of Agenda – May 5, 2014

Motion to approve – Senator Brewer; Seconded – Senator Giambastiani; **Passed - unanimous**

4. Approval of Minutes – April 21, 2014

Motion to approve – Senator Cyr; Seconded – Senator Greene; **Passed – unanimous**

5. Comments from the Public

6. President's Report

6.1 Flex Cal webinars

The Flex Cal Committee ordered a package of three faculty development webinars. They can be viewed live or on-demand. The first webinar topic will be Student Services and President Gunther asked for recommendations for two more from the distributed list. Senators chose Online Support Services and Basic Skills. President Gunther will forward the choices to Chuck Spillner, Flex Cal Chair. Faculty can access the webinars at http://www.innovativeeducators.org/Free_Training_for_Higher_Educators_s/55.htm?searching=Y&sort=1&cat=55&show=100&page=1

6.2 Other

Agenda/Minutes Templates: The technology department has agreed to create smart templates for agendas and minutes that could be helpful for administrative staff, members of committees, and overall meeting uniformity.

Peer Review Consultation: During recent faculty negotiations, concern was raised that collegial consultation with the Academic Senate has not taken place for peer review. President Gunther spoke with S/P Laguerre last week and he assured the opportunity will be provided. Options include forming a committee with Senate and SCFA reps or having the 10 + 1 Committee create a plan for Senate inclusion in collegial consultation to work on a peer review process. The Academic Senate, SCFA, and eventually, the District, all need to be involved in the plans.

Senate Transition: President Gunther thanked senators for the opportunity to serve as President and for everyone's cooperation and help. She stated the Senate will be in good hands moving forward with new officers, President Michael Wyly and VP LaNae Jaimez.

7. Superintendent/President's Report

Congratulations to Students, Faculty, and Staff: S/P Laguerre reported there are many hiring interviews in process. He encouraged everyone to take time to congratulate students and faculty and noted it is a good day to thank staff members. Distinguished Faculty of the Year will be recognized at graduation.

S/P Laguerre congratulated softball coach Terri Pearson-Bloom, and volleyball coach, Darla Williams, as sports coaches of the year. The softball team will next go to regional. Basketball also had a great season.

A lot of faculty engagement will be needed for committees that will continue working over the summer.

VPAA Position: A decision has not been made for the Vice President of Academic Affairs position. S/P Laguerre addressed something from an email that raised concern that minimum qualifications were not being followed. S/P Laguerre shared that whatever was done was within the Education Code. In California the minimum qualification for administrative service is both possession of a Master's Degree and one year of formal internship training or one year of experience especially related to the administrative assignment. S/P Laguerre reported the job description was corrected and a decision will be made Thursday.

Peer Review: S/P Laguerre spoke with President Gunther on Monday regarding her concern that consultation with the Academic Senate didn't take place before speaking with the faculty union. S/P Laguerre apologized for that, noting the College needs to create a peer review process. One of most dire needs is evaluating adjuncts due to the low number of tenured faculty who can help with the process. President Gunther also spoke with Jim DeKloe, SCFA President, who agreed in theory to establishing a committee or using 10 + 1 to move forward.

Comments/Questions: Responding to Senator Cittadino's query about the Dean of Counseling hiring status, S/P Laguerre stated that he wants to meet with counseling staff and faculty to discuss what to do next. Senator Cittadino reported the next Counseling Department meeting is on Thursday.

10 + 1: S/P Laguerre stated he will work with incoming Senate President Wyly about 10 + 1 meetings over the summer.

8. Interim Vice President's Report

IVP Diane White thanked President Gunther for her service to the Academic Senate and the College. She is also looking forward to working with Michael Wyly and LaNae Jaimez as they assume their new positions as Senate President and Vice President respectively.

Law School Pathways Grant: IVP White expressed her excitement about the Law School Pathways that will be an uplifting program and noted the College will also be the fiscal agent for the grant that has also been connected to a regional career pathways \$6,000,000 grant and colleges accepted to be part of that grant will be announced on May 23. Professor Joel Powell and IVP White attended the official signing of the MOU, an event covered by Channel 5 news that provided a wonderful opportunity to be in touch with inspiring speakers. She would like to bring some of those speakers to the campus, including an ex-gang member who had been in prison, studied law, and now works on behalf of juvenile prisoners. These inspiring people could help reframe discussions about equity and social justice. IVP White pointed out that Professor Powell, who signed the MOU on behalf of the College, deserves 95% of the credit for all his work that resulted in securing this grant.

Adjunct & Emergency Hiring: IVP White was unable to recreate the hiring policy draft in time for today's meeting from the handwritten notes taken during discussions with President Gunther and Senator Jaimez. She plans to work with the new Senate officers to have the draft proposal ready for fall.

Compressed Calendar and Block Scheduling: IVP White distributed frequently asked questions regarding compressed calendars from Hartnell College and a list of California community colleges that use compressed calendars. Many discussions on this topic have taken place and the District is interested in moving forward. VP Ligioso reported that preliminary research on compressed calendars indicate it leads to better student success as well as supporting enrollment management. A lot of work will be needed and IVP White proposed beginning work on this opportunity soon. She suggested one or two people from each constituency group get together over the summer to review different models and feasibility and bring recommendations forward in August to the Academic Senate, SCFA, ASSC, and the District. The timing is ideal to work on a compressed calendar since Leigh Sata and Dwight Calloway have been working on cap ratios to determine room usage for facilities planning purposes as well. Mr. Sata has worked on educational and facilities master planning at many campuses and he is a great asset to the College. IVP White concluded the discussion asking for feedback on how to proceed. This item will be placed on the August agenda.

Student Equity Plan Template: The template was sent out by the Chancellor's Office on March 11. The State is requiring colleges to develop a student equity plan which the College has always had to some degree but requirements are now more prescriptive with the template. The purpose is to conduct a self-evaluation on improvement or lack

thereof in successful outcomes for all students. The plan needs to be completed by early October in order to be accepted by the Governing Board in time for submission to the Chancellor's Office by November 21. The State Academic Senate plays a large role as it should and IVP White is looking forward to working with campus Senate officers and anyone else interested. The Chancellor's Office is looking for uniformity in the State using the template for student equity plans. Dean Shirley Lewis is working with a committee on the student equity plan but not yet on this part. Many people need to be involved in the process to create one plan. The report will present the plan but it also needs to show what the College is actually doing with plans and data.

9. Information/Discussion Items

9.1 Accreditation Update – Annette Dambrosio

Accreditation Coordinator Annette Dambrosio reported her intention was to get an initial draft of whatever was ready for the mid-term report sometime between now and May 14. She had thought that by May 8th a draft could be sent to the Academic Senate but she hasn't received adequate information from everyone on the Accreditation Task Force to date. Coordinator Dambrosio now intends to send the draft out prior to the May 21 graduation day to give everyone an opportunity to see what has been done and to send any feedback. She will take the report as an information item to SGC next week. She informed the Academic Senate she would be readjusting the original calendar to send the draft to All for transparency as soon as possible by May 21. The mid-term report is large and she would like to get feedback before returning to the Academic Senate with a solid report on Monday, August 11th, followed by action on August 25. A lot needs to be done before final approval. Coordinator Dambrosio will work on the draft over the summer and will be contacting and meeting with people to fill in missing information. More narrative about Academic Senate activity will also be needed.

Coordinator Dambrosio noted another piece of the Accreditation Report. Various groups need to respond to how the College is progressing on planning items listed in the 2011 self-study. The list was huge and she spent much time putting together a chart, detailing everything that was in the 2011 report and identifying "leads" to complete all the tasks. She already met with the DE Committee to review what they have done, for example. Some challenges have been due to not always having clarity of item intentions. She will be contacting leads and the revised calendar will be sent to All.

9.2 Student Equity Plan

Discussion under Item 8

9.3 Optional Flex-Cal Task Force Update / Appeals Process – LaNae Jaimez & Lue Cobene

Senator Jaimez suggested that one solution might be crafting a checklist with Title 5 items. If a dean doesn't approve something on the list that a faculty member submits, maybe it could automatically be sent to a committee for review, if it wouldn't be a violation of union contract. President Gunther suggested discussing that with Jim DeKloe, SCFA President, and IVP White in order to move forward.

9.4 Mid-Cycle Hiring – Amy Obegi & Lue Cobene

Senator Obegi reported she and Senator Cobene met on Friday to begin the process which will include creating a prototype questionnaire to look at positions with hiring criteria. They also discussed the possibility of adding previously approved positions that haven't been hired to a mid-cycle hiring list in order to include all the positions fairly in the decision making process.

9.5 Composition of the Program Review Committee – Amy Obegi

Program Review Coordinator Obegi reported the Committee is completing their first year under the new process and she would like to discuss possible changes to the Committee composition. One of the thoughts moving forward is to have two representatives from schools under review and one from every other school. The length of program reviews and the feedback provided puts a heavy burden on Committee members who work in groups of three per submission to be able to cover each report. It would be prudent to have two representatives from each school and maybe only one from the smaller School of Health Sciences. Coordinator Obegi also noted the Committee doesn't include student representation. President Gunther opined and Senators agreed that, as long as student input is included in the review process, having students look at reports isn't needed. VP Wyly asked if it would be more appropriate to describe workload depending on the size of departments and programs. Coordinator Obegi agreed that was a good point, but clarified that members don't just review programs from their own areas. Senator Cittadino commented that there are more and more volunteers on many committees who somehow have to be compensated. Senator Bolz countered that compensation can mask the problems faculty face when trying to do their best in serving their students. When instructors take on too much, something has to give in their work or personal lives and compensation doesn't address what faculty are really here for. President Gunther pointed out some workload is

accreditation driven. Senator Jaimez suggested adding a note into Program Review about how student input is obtained and felt it would be easier for people to join the Committee if there were more members to divide up the work. Coordinator Obegi reported she spoke with IVP White who suggested trying first to get more people to join. Senators agreed that Program Review is more onerous than many other committees, integral to outcomes, really has to be done right, and Coordinator Obegi has been careful to ensure that happens. However, it is unrealistic to rely on functioning because of a hardworking leader and the PR Committee would work best without frequent membership turnover. Department chairs, promised by administration, would have the level of expertise and perspective to sit on the PR Committee, which would be a good place to convey some of their duties. School coordinators have a different purpose with a narrow scope on SLOs and assessments. There is currently no mechanism in place to help move PR ideas forward.

9.6 Distinguished Faculty Awards – Ken Williams

Senator Williams reported there were nominations for three full-time and one adjunct. Great people were nominated with very good write-ups, which made the decision for the full-time award a difficult one. President Gunther thanked the Committee for their work. The two faculty members will be announced at graduation.

9.7 Academic Senate August 8 Flex Cal meetings / Budget for Refreshments

VP Wyly explained the Flex Cal Committee and HR proposed the Senate meetings be held on August 8, but the regular and joint meetings will be moved to Monday, August 11. The Senate agreed by consensus to use funds from the Academic Senate account for meeting refreshments.

10. Action Items

10.1 Emergency and part time hiring policy revisions

This item will be placed on the August 11 agenda.

10.2 Academic Success Task Force Report / Student Success and Support Program Plan

Barbara Fountain, Associate Dean of Students, gave an overview of this item that has been brought before the Senate several times and was formerly known as the matriculation plan. Last week, working with Student Services Dean Shirley Lewis on an attempt to finalize the plan, she saw a template on the Chancellor's Office website that was just recently posted. It asks for more information and what is being asked for makes sense. Due to this last minute need for changes with more detail and the October 17 Board approval deadline, Senate approval to move forward is needed now in order to allow time for input, revisions, and timely completion. Colleges are legally required to update the plan annually. The document presented mentions repeatedly that it will be reopened for changes when classes resume in the fall. At a conference last week, Dean Fountain learned that many other schools are at the same place in the report and plan process. Without enough staff to get the required work done and the need for accuracy, work will continue over the summer and it will be brought back to committees in the fall. President Gunther noted money is tied to the plan and has to be matched in triplicate by College funds which could result in a significant effect on where general funds will be spent. Dean Fountain added that the template has to be followed and everything possible for required services needs to be offered for the College to generate significant funding in coming years. More robust dialog will be needed next year. Dean Fountain has been working hard to meet with constituent groups but little response has been provided. The initial bulk of work has been completed but closer review and detail is needed in some areas. A lot more faculty input is needed, especially in counseling, and there needs to be some way to get people involved. It will be an accreditation issue if not updated yearly. The new template requires more details. Challenges include staffing, the need for expanded electronic services, and trying to find a healthy balance of services students need. Dean Fountain replied to questions that the incoming Degree Works program won't go live with transfer data, won't include ed plans, and initially will probably provide more assistance on evaluation for meeting catalog requirements within the year. The SSSP report and plan will be brought back to the Academic Senate for revision input and approval in the fall.

Motion to approve – Senator Cobene; Seconded – Senator Cittadino; **Passed - unanimous**

10.3 Task Force on Committees Proposed Policy

Associate Dean Barbara Fountain reminded senators that she has been trying to meet with people to get feedback on the idea of a proposed policy and administrative procedures to help committees move towards more efficiency and effectiveness. She serves on 29 committees and having to attend meetings throughout each day makes it difficult to get her work done. She has observed and heard from many colleagues about the ineffectiveness of and lack of results from meetings as well as time commitments. Many people have also been frustrated due to arbitrary reversal of items that have followed the proper approval channels and other things that show up without following the appropriate channels. This has been a pattern over many years no matter who has been in administration and it becomes a great expense to the College as new paths or programs are chosen to solve problems and then replaced by another and

another without enough staff to handle the workloads. Formalizing something so that everyone is in agreement with some type of process that will continue and work no matter who is in the seats could help resolve many concerns.

President Gunther stated there aren't many committees of faculty members and if Academic Senate representation is cut out of anything, it would significantly decrease faculty input. Dean Fountain replied the intention is to raise efficiency and effectiveness, not to eliminate any particular committees or representation. She gave a brief background on how the Committee (Task Force) on Committees got started during a series of ALG retreats when one of the top problems raised was too many ineffective and time-consuming committees. When no one stepped up, Dean Fountain volunteered to help with some iteration but no real committee was formed. S/P Laguerre intervened, saw the problems as issues with communication and brought in Accreditation Coordinator Annette Dambrosio to address that. Over time a few people said they would help. Dean Fountain would rather take time to accomplish something good than having quick decisions made and Academic Senate input and agreement is needed. Committees might decide to adopt some of the ideas and training on how to run committees would be offered. If a database of committees was kept up to date with all information needed, questions could be minimized and it would help with reporting out. There are more than 60 committees and it is a challenge getting people to serve. President Gunther likened the idea to cleaning out the committee closet and throwing out what isn't working or being used. Dean Fountain noted that even though people have complained, they get nervous about change. It may not be time to create a Board policy but it would be helpful to have a process and procedure that provides some kind of framework to improve operation, define roles and offer training, in writing to ensure shared governance and eliminate favoritism etc. Senator Jaimez suggested having a document that follows everything to help with organization and tracking. Dean Fountain asked the Senate for approval to move forward on this item, initially brought to Senate over a year ago, and she will look for a trainer to bring in.

Senate consensus was to move forward. Dean Fountain requested everyone provide feedback.

10.4 Code of Ethics – Proposed Revision

Motion to approve – Senator Pearson-Bloom; Seconded – Senator Bolz; Passed – unanimous

10.5 LR 10 Resolution – add LR 10 to Gen Ed options

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

10.6 Veteran & Military Service Members GE Waiver Resolution: Waive PE under Option A, Option E to meet CSU/UC

Motion to approve – Senator Greene; Seconded – Senator Giambastiani; Passed – unanimous

11. Reports

11.1 Subcommittees (3 minutes each)

11.1.1 Basic Skills – Melissa Reeve

No report

11.1.2 Curriculum – Joseph Conrad

Curriculum Chair Joe Conrad's emailed report:

The Curriculum Committee is nearing the end of this year's activities. We are happy that we have approved a total of 16 transfer degrees which, barring issues from the Chancellor's Office, will allow us to reach their goal by fall. I should remind you that there will be more needed next year (Business, Political Science, and Music.)

We hope to finish a set of proposals to change our pre/corequisite policy to allow content review as approved by the state a couple years ago. This will require much vetting beyond the committee as it will change a Board procedure (6023). This will be something for the Senate in the fall.

I encourage you to make sure your school is adequately represented on the committee next year.

Finally, I note that this is my last report as chair. I have learned a lot in this role, but look forward to passing it on to someone else. (We still need a chair for next year, so if you have any candidates in mind please encourage them to consider it.) This is not the last you will hear from me as I will be a senator from Math and Science next year!

11.1.3 Distance Ed – Dale Crandall-Bear

No report

11.1.4 Program Review – Amy Obegi

No additional report – see Item 9.5

11.1.5 10+1 Committee – LaNae Jaimez

11.2 Treasurer

Senator Jaimez reported the Senate account balance is \$10,298.02

12. Action Reminders

12.3 Program Review needs reps from Math/Science and Health Sciences.

13. Announcements

Senator Jaimez and Senators thanked President Gunther for her service as Senate President.

The next regular Senate meeting will be held on August 11, 9 am – 12 pm in ASSC 1421.

The joint Academic Senate / Ed Admin meeting will be held on August 11, 1 pm – 4 pm in ASSC 1421.

14. Adjournment

Motion to adjourn – Senator Pearson-Bloom; Seconded – Senator Cyr; Passed – unanimous

The meeting adjourned at 5:01 pm.

AS Minutes 05.05.14/ca



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Core Values

Integrity — firm adherence to a code of ethical values in thought and behavior

Critical Thinking — the use of intellectually disciplined, logically sound processes involving data-driven decision making

Mutual Respect — valuing the intrinsic worth of each person in an atmosphere of collegiality

Collaboration — working together across areas of responsibility or interest to achieve common goals and objectives

Innovation — the search for and use of effective processes or procedures

Accountability — individual and collective responsibility for achieving the highest level of performance

Student Well-being — considering and addressing the impact on students of any and all actions or inactions

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