



Foothill College Academic Senate  
Academic Year: 2020-21  
Monthly Committee Reports  
6<sup>th</sup> Report March 4, 2021

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## Academic Senate Sub-Committees

### College Curriculum Committee

Co-Chaired with Office of Instruction

See [CCC Communiques](#)

### Committee on Online Learning (COOL)

Co-Chaired with Office of Online Learning

Reported by Faculty Co-Chair, Kerri Ryer

COOL met on February 26th. At the meeting COOL adopted the following strategic goals:

- Identify and address the specific needs of online faculty and students;
- Ensure quality and equitable online instruction and student services in areas of faculty primacy;
- Provide a faculty voice to college-wide planning and implementation of online learning initiatives;
- Work directly with Online Learning staff in the support of online faculty and students.

The subcommittee also agreed to form a working group to plan and host a campus conversation on online proctoring tools. The J1 working group presented language to alter the J1 and J2 to reflect the modality of instruction, including hybrid models. The working group solicited the subcommittee for feedback and noted that action will be taken on the J1 & J2 language at the next meeting. COOL is patiently awaiting Senate's feedback or adoption of the tech tools rubric. The Online Learning Office announced that it is searching for a new POCR lead and will send out the job announcement soon. COOL's next meeting is Friday March 12th.

### Ethnic Studies Steering Committee & Advisory Committee

Reported by faculty co-chair David Marasco

Ethnic Studies Steering Committee - 2/4/21

The committee met to discuss issues surrounding the hiring committee for the FT position.

A draft job description was discussed. The committee is acting in the role of the "department," and agreed upon a preliminary version of the job description. The hiring committee will finalize the document.

A list of things that we would look for in people serving on the hiring committee was written. This list will be circulated to the Deans for distribution and recruitment. It will also be forwarded to the AS President. Again, this is a by product of not having a pre-existing department from which to draw faculty.

The student role in the hiring process will focus on feedback on the job description, and taking part in the teaching demo.

### COVID Scheduling Taskforce

Co-Chaired with Office of Instruction, Kristy Lisle

Reported by Mary Thomas

Update from meetings on Feb. 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and March 2<sup>nd</sup>:

We worked on the Back to Campus Scheduling survey that will be filled out by instructors and deans. Expectation is that the district will provide guidelines and operations info, e.g., number of students allowed in a given classroom. Survey will be conducted quarter by quarter. Whoever fills out the form should not be expected to read long documents or guidelines. Faculty will be compensated for teaching smaller classes if needed to meet distancing guidelines

Small classes may be held in larger rooms. Assume that we will be in the most restrictive tier. Include a basic bullet-point list of safety guidelines. Ask what faculty need in the classroom/lab in order to feel safe. Some faculty want to be able to return to campus now to work in their offices, teach from their labs, etc. Custodians would be needed at the very least to clean restrooms. Maybe areas of the campus could open on a rotating basis?

The Class Prioritization form for summer and fall has been sent out and is due March 12th. We continued to work on the Back to Campus Scheduling Survey, which will be vetted by the 5th Council on March 4th. It will be sent to faculty who are requesting courses to be taught on campus in summer and fall and must be filled out for each course in consultation with the dean; separate forms will be required for summer and fall.

Kristy met with Pat James, the district coordinator for return to campus, to share our work with her. District return-to-campus discussion scheduled for March 4

### Senate Constitution Workgroup

Reported by co-chairs Robert Cormia and Kathryn Maurer

The workgroup has met 3x - 4x times to go over the current constitution, ratified votes (P/T vote), as well as executive committee votes (P/T stipend) and faculty (division) representation (in progress). We are evaluating many other College senate constitutions and bylaws. We are proposing the creation of separate constitution and by-laws documents, and have outlined the components of each. We are also looking at creating an additional VP position to allow for VP/faculty chair of CCC to have a nearly exclusive curriculum focus. Last, we're reconsidering our representational structure. Our timeline is to have a draft of a constitution and bylaws by April 5th, to be discussed at Senate, and then a faculty ratification (vote) of the constitution in early June 2021. An [update](#) of our work was presented to the Executive Committee on March 1.

### Program Discontinuance Workgroup

Reported by co-chair Kathryn Maurer

The Program Discontinuance Workgroup [charter](#) has now also been approved by Advisory Council, and members are being recruited.

## Governance Councils & Study Groups

### Advisory Council (Council)

Reported by Faculty Tri-Chair, Kathryn Maurer

#### **February 5<sup>th</sup> Meeting:**

We held a short debrief of the Collegiality in Action visit of that same morning. There are many challenges all constituents are feeling with shared governance and it was challenging for students and staff to feel like only faculty issues were being addressed in the presentation. It was obvious there was need for follow-up but people are not sure how and what forum to have it. AC also addressed the ongoing conversation of how to respond to the student letter to governance. We considered all the different responses from the different groups the letter was addressed to, and came to no resolution about what AC's role or response should be.

AC is also tasked with looking at an assessment of our organization re-org that resulted from budget reductions of a few years ago, and yet it was unclear how we were expected to go about this assessment. The Deans have been tasked with coming up with a proposal for the Student &

Faculty Support Center (a.k.a. The Hub) and a reconsideration of the division offices. We will hear back from Kurt, representing this group. We were reassured that feedback is being solicited from all stakeholders and incorporated into the proposal.

AC was also tasked with preparing a recommendation about whether or not create a Vice President of Student Services (VPSS) position, but given the overlap with R&R, and questions from FA reps on both AC & RR a decision had been made to schedule a joint meeting to discuss.

### **March 5<sup>th</sup> Meeting:**

President Nguyen had tasked AC with a question about updating our core values (currently they are honesty, integrity, trust, openness, transparency, forgiveness, sustainability. They do not currently include equity, service leadership, diversity, inclusion, etc. Should they? We had a short discussion and no consensus reached.

AC then hosted an all-councils meeting to look at Institutional Set Standards for purposes of the Accreditation Mid-Term Report. The presentation can be found [here](#).

### **Community & Communication Council (C&C)**

Reported by Faculty Tri-Chair, Laura Gamez

C&C met on 1.22.21

Colber Prosper led a guided discussion on Service Leadership and Learning. Participants were asked to read an article, then discuss with a larger group. The articles focused on diversity, planning, and community colleges. C&C must decide next how to move forward with this initiative. The governance assessment is still underway with interviews happening in February. C&C will need to be mindful of the process to make sure data is available to aid in writing the midterm report. C&C may need to reschedule their next meeting, it is currently scheduled on 2.19.21, during a district wide professional development day.

C&C met on 3.5.21

Student Representatives updated the council with Women's History Heritage months events and mensuration products project in the works for Spring Quarter.

The Governance Evaluation is still in progress. The tri-chairs met with the RP group and Dr. Fong, the preliminary report should be ready by April with full findings in May. The governance evaluation will be put on a future agenda for discussion and possible action items.

The Council voted to help organize and participate in the mid year governance summit after the governance evaluation is completed.

The Council voted to amend the Service Leadership Study Group charter to include anyone who would like to participate, and to work with Colber Prosper to help facilitate the study group as well as organize any campus-wide events.

### **Equity & Education Council (E&E)**

Reported by Faculty Tri-Chair, Patrick Morriss

1/25 Report: No report

### **Revenue & Resources Council (R&R)**

Reported by Faculty Tri-Chair, Cara Miyasaki

## **R&R Meeting 2/5/2021**

1. Carryover from B Budget Bret
  - a. Decide if use carry over funding for equity - will be a percentage of carry over funds
  - b. Ask constituents whether this is a good idea or not - if have a lot of questions come to the next meeting
  - c. Also ask constituents for total dollar amount

<https://foothill.edu/gov/revenue-and-resources/2020-21/feb5/F14%20B%20Carryover%20Projection%202nd%20Qtr%2020-21.pdf>

<https://foothill.edu/gov/revenue-and-resources/2020-21/feb5/F14%20B%20Carryover%20Projection%20Details.pdf>

<https://foothill.edu/gov/revenue-and-resources/2020-21/feb5/F14%20B%20Carryover%20Projection%20Collateral%20and%20Equity.pdf>

2. Proposal to apply for MESA program funding (Math, Eng., Sci Achievement)
  - a. receive resources to transfer
  - b. serves financially and educationally disadv. students appx 125 students
  - c. Need faculty 100% and counselor assigned to
  - d. R&R approved for Ram to submit letter of intent
3. POWER & POCR Lene
  - a. 500k grant for CTE pathways (Cloud computing and digital marketing)
  - b. Instructional designers helped other faculty as well
  - c. Peer online course review - reviewed 63 courses
  - d. Student onboarding is online - to obtain priority registration
4. Bookstore (Elias)
  - a. RFP will be released next week
  - b. All classified employees will be placed in jobs on the campus - condition in RFP
  - c. Possible transition in the Fall
5. President's report (Thuy)
  - a. Adv. Council may have joint meeting

## **March 5<sup>th</sup> meeting:**

1. Facilities Master plan update (Bret) - Proposed from Measure C funds
  - a. [https://foothill.edu/gov/revenue-and-resources/2020-21/mar5/CapitalProjects\\_JCC\\_Azumaya\\_Observatory.pdf](https://foothill.edu/gov/revenue-and-resources/2020-21/mar5/CapitalProjects_JCC_Azumaya_Observatory.pdf)
  - b. Request for funding for Japanese Cultural Center and the Azumaya (structure in bamboo garden) \$567,495 (partially funded by donation \$130,000)
  - c. Request for funding for observatory \$700,000
  - d. Discussion on process and prioritization for items to be funded
  - e. Topic to be continued at a future meeting
2. Carryover from B budget

- a. Discussion concerning process, prioritization, include other councils, budget proposal, use for equity and enrollment
  - b. Motion approved for using carry over funding for 3 years at an amount to be determined and used for a yet to be determined item(s) for equity and/or enrollment
  - c. Topic will be continued at a future meeting
3. Bookstore update
- a. College distributed announcement for vendors

### 5<sup>th</sup> Council (Temporary: EOC/Return to Campus Planning)

Reported by faculty tri-chair Warren Vocye

The 5th Governance Council on Return to Campus, composed of representatives from a variety of aspects from the Foothill campus has begun meeting weekly. Our initial 2 meetings in February have outlined our purpose, developed our meeting schedule and initiated discussion on attitudes towards a return to face-to-face instruction on the Foothill campus. Going forward we will be collaborating with all aspect of the Foothill Campus, including the Emergency Operations Council, coordinating with the District Task Force on Return to Campus and making recommendations to President Nguyen for policy and prioritization of steps to return to campus for instruction and student services. Foothill faculty and staff are encouraged to share their input and concerns towards this process through their constituencies (Division Deans, Academic Senate, Classified organizations, Scheduling Task Force, etc) to be included in our discussions. We look forward to working with all of you to facilitate a safe and effective return to face-to-face instruction!

### Joint AC/R&R

Reported by Faculty Tri-Chair of AC, Kathryn Maurer

The joint council met on February 26. The points covered an update on the budget, with a focus on carryover funds, and the creation of VPSS position, impact on other possible positions. Lots of questions emerged about the process for making recommendations on all of these important expenditures – how to assess opportunity costs, how to know which requests are in the pipeline and may not get funded, how to think holistically about these questions. Many questions went unanswered and the group did not feel equipped with the right information to make a recommendation, so none was made.

Subsequently President Nguyen issued a communication to the joint council tri-chairs that the VPSS position was moving forward.

### Facilities Master Plan (Measure G) Study Group

Chaired by Bret Watson

Reported by Faculty Rep, Sam Connell

1/22 Report:

1. Working with another group of consultants the FMP is being developed by the committee. There are some very interesting ideas that are being formulated, but it is unclear how they will be implemented. They include:
  1. Changing the direction of the ring road, which will change how we enter campus, and then

2. Expanding the Lot 5 area to make it the primary entrance to campus, which would be part of the overall theme to
  3. Expand access and movement in a West to East direction which would integrate open space and centralize community spaces.
  4. A removal of administration from the central building was proffered in order to centralize student services in this building (switching spaces).
  5. Food trucks and open-air spaces that could be tied to new food court areas could be integrated into the Lot 5 area, and around the east side of the bridge to the athletic area. Updates to the athletic area would help integrate students who tend to isolate in this area.
  6. Further discussion was also presented on the idea of subtractive development. It should be noted that our on campus numbers have been low for many years, and the buildings we have cost money to maintain. These are forward thinking ideas, but the consultants suggest a addition by subtraction, opening up community spaces, and thereby making the campus more appealing to those who do choose to come enjoy the open spaces.
  7. Lastly, it was offered by the ASFC president that their expansive glass enclosed office spaces be repurposed for student community use.
2. The Budget Task Force focusing on the bond funds approved of a list that was primarily infrastructural facility improvements. This was approved by the Board of Trustees.

### Guided Pathways

Reported by Lead Facilitator, Isaac Escoto

No report

### PDL (Professional Development Leave) Committee

Reported by Brian Tapia

No report

### Conference Fund Committee

Reported by Carolyn Holcroft

No report

### District Committees

DDEAC/HRAC (District Diversity and Equity Advisory Committee + HR Advisory Committee)

Chaired by Pat Hyland

Reported by Faculty Rep to DDEAC, David Marasco

DDEAC met on Feb 23 in order to discuss the recent district professional development day with Dr. DeGruy, and start planning the next one. Topics discussed included how to improve the breakout rooms for the next iteration, the different levels of knowledge and willingness to engage in equity work across the district, and how to best move forward.

ETAC (Education Technology Advisory Committee)

Chaired by Joe Moreau

Reported by Faculty Rep Kate Jordahl

ETAC met on Wednesday, 2/10/2021, from 12:00 pm - 1:30 pm. Major items were the outcome of the District needs Assessment Survey, the need for district and college attention to accessibility, the need for security training for all, and increased and significant issues with fraudulent students.

Joe Moreau presented the outcome of the District Needs Assessment Survey. Results were relatively similar to the DeAnza survey. Highlights include the need for regular updates of equipment and more training. In this discussion, DeAnza represented shared that their Need Assessment Survey included students. The students generally felt faculty needed more training and wanted more seamlessness of their user experience. Foothill Online Learning shared that we do have a tool assessment process to assist in a seamless student experience. This survey will inform the District Tech Plan. There were discussions about aligning the timeline of the District Tech Plan with the College's processes. District Technology is preparing to bring its results to Chancellor's Advisory Council (CAC) by June 2021. If this does not work, they will then present in October 2021.

The next discussion was the urgent need of the District and Colleges to continue to address accessibility on all levels as well as increased assessment tools for accessibility. Faculty from Foothill and DeAnza shared the challenges of doing this in light of other obligations and the need for more support/resources. Ongoing discussions and actions are needed.

Security training is recommended for all; this is not a requirement for faculty but still recommended both the FHDA and personal protections. Messages have been updated.

There have been increasing issues with fraudulent students with significant workload impact. There are also issues with students wanting to get EDU accounts which seem to have some connections with Financial Aid Fraud schemes. District and Colleges will need to take more extreme actions soon. This is getting more difficult all the time.

The next ETAC meeting is on March 10th at 12 noon..

#### APM (Academic & Professional Matters)

Chaired by Isaac Escoto (District Academic Senate President)

Reported by Kathryn Maurer

APM has been discussing the different structures at the two colleges for return to campus planning, and trying to ensure there are mechanisms for constituent feedback at both, and a greater understanding of how these efforts integrate with district return to campus planning.

APM is also looking at updates to several different board policies (BP's) and administrative procedures (AP's), and trying to identify the best forums for developing these district documents that require local implementation. These include BP's/AP's around student rights (district workgroup forming under the leadership of the deans of student affairs), and AP on Distance Ed. APM is also talking about how/when to share curriculum development at the two colleges, and what that communication needs to look like, and the timing of it.

#### CAC (Chancellor's Advisory Council)

Chaired by Judy Miner

Reported by Kathryn Maurer

Has not met.

## DBAC (District Budget Advisory Committee)

Chaired by Susan Cheu

Reported by Kathryn Maurer

1/25 Report: DBAC met on 1/19 to discuss the Governor's Proposed Budget Memo and the federal stimulus package. The January Governor's budget is more promising than most expected, as revenues are outperforming expectations. No cuts, and even includes revenue increases. Hold Harmless continued. Most revenue increases are in one-time spending (many COVID-related), but also some in Ongoing. Some increases for re-opening, re-invigorating enrollments, and grants for students. Also increases for basic needs for students and improvements to technology to support online education, faculty professional development, and \$ to support the California Apprenticeship Initiative. Other interesting items: requirement for HS seniors to complete the FAFSA; requirement for institutions of higher ed to offer 10% more online offerings than 2018-19; establishment of dual enrollment process between CCC's & CSU's and increased ADT production; But this is still just a proposal, and there could be changes between now and the May revise. For the new federal stimulus package a great improvement is financial aid package now possible for fully online students (were excluded last year). Can also use these funds to defray COVID-related costs, e.g. for faculty PD, etc. See the [DBAC handouts](#) for the proposal followed by Vice Chancellor Susan Cheu's slides (at the end) explaining these items in more detail.

## Police Chief Advisory Committee

Reported by David Marasco

Police Chief Advisory Board - 2/4/21

There were two main topics for discussion, the newly-renovated website, and the advocate process being pioneered via the Dean of Student Affairs.

The Police Department is developing a new website. It is still a work in progress, but it importantly has a complaints form which is live. This is a strong improvement over the older pathways for feedback to the department. One person tested it, and reported it didn't work. Others then tested, with various levels of success. Things will be ironed out. There was unhappiness expressed by some over the pace of roll-out, that progress has been too slow over the past year. Another feature on the website details the various trainings the officers have taken, this was requested by the community.

At Foothill the Dean of Students is developing an advocate program. If a student makes a complaint with the Police Department, they can be assigned an advocate to help them through the process, and give them support. This is modelled on similar structures that many schools have put into place around Title IX efforts.

## EESAC (Energy & Emissions Strategic Advisory Committee)

Reported by Robert Cormia

ESAC (Energy and Sustainability Advisory Committee) met In January and discussed plans for a Sustainability Workshop, held in early February, and hosted by Gensler. We are currently working to secure a consultant to help us write an energy master plan. Other efforts include prioritizing short-term projects, and beginning a larger effort to plan Measure G projects related to energy. Robert Cormia is working on an RSL project with six engineering students (Foothill and De Anza)

to model a potential replacement for 7400 Central Energy Facility HVAC equipment with a goal of eliminating natural gas from Foothill's energy system.

## ASCCC Committees

ASCCC Open Educational Resources Initiative (OERI)

Reported by Foothill liaison, Carolyn Holcroft

1/20/21 Report: Things are just getting rolling with ASCCC in the new year. I **just** got their first newsletter of 2021. Of note:

- As of January 1, 2021, works published in 1925 enter the public domain. There's lots of good stuff! Check out <https://web.law.duke.edu/cspd/publicdomainday/2021/> for specifics
- **The next OERI/ASCCC webinar coming up is:**  
**I Found an OER Textbook—What Now? Editing, Curating, Re-Mixing, Printing, and Moving OER to Canvas Using LibreTexts**  
[Register for I Found an OER Textbook on Wednesday, 2/17/21 3:00 - 4:30 pm](#)  
Or  
[Register for I Found an OER Textbook on Friday, 2/19/21 11:30 am - 1:00 pm](#)  
"Finding a useable OER for your course is the first step in moving to OER and freeing yourself from the constraints of a commercial text. Adopting an OER is the ultimate in academic freedom, allowing you to customize that OER to meet your needs. Join this webinar for an overview on the use of LibreTexts, an OER platform that facilitates OER editing, re-mixing, and printing. Learn how easy it is to not only perfect an OER, but to move it into Canvas."
- I offered a workshop on copyright last week that was based on a couple OER webinars I attended. It was a small crowd but well received. I'm happy to bring it to divisions/departments if there's interest.