

## Academic Senate Draft Minutes September 28, 2020

### Draft Minutes

#'s represent items numbered on the [Agenda](#)

1. Meeting called to order at 2:01 p.m.

2. Roll Call

**Executive Committee**

Kathryn Mauer  
Eric Kuehnl  
Robert Cormia  
Alexis Aguilar  
Rachelle Campbell  
Milissa Carey  
Stephanie Chan  
Tracee Cunningham  
Jordan Fong  
Donna Frankel  
Mathew Litrus  
Dixie Macias

Cara Miyasaki  
David Marasco  
David McCormick  
Brian Murphy  
Rita O'Loughlin  
Mimi Overton  
Kerri Ryer  
Mary Anne Sunseri  
Mary Thomas  
Voltaire Villanueva  
**Senate Liaisons**  
Abhiraj Muhar  
Kristy Lisle

Josh Pelletier  
John Fox  
**Guests**  
Priya Vasu  
Thuy Nguyen  
Ram Subramaniam  
Christina Rhotsides  
Carolyn Brown  
Michael Chang  
Kurt Hueg  
Debbie Lee  
Patrick Morris  
Teresa Ong

3. The agenda was adopted by consensus, The [minutes from September 1st meeting](#) were adopted by consensus.

4. There were no public comments

5. Before approving the consent calendar, some names were added to the Senate appointments document, and then the consent calendar was approved, which included the documents: [Senate Appointments 20-21 09.28.20](#) and the [Isaac Escoto Recognition Resolution](#).

6. Kathryn gave a very big and warm welcome to our incoming Senators on Executive, especially our new Senators. Kathryn commented on the document "[Senate Committee Reports 09.28.20](#)," and discussed how we will be working this year on how best to share communications, and reminded the group of the expectation that Senators will report out on the committees that they serve on. Kerri mentioned it would be great to have a website for COOL and have that linked to the Senate website.

Kathryn asked that Senators review the materials from the fall retreat ("[Academic Senate Orientation Sept 2020](#)" and "[Academic Senate 2020-21 Priorities](#)"), especially with respect to what the Academic Senate does, and the opportunities to improve what an Academic Senate is, and what it does.

Kathryn discussed the all faculty email sent out last night, and wanted to make sure that everyone received it. She then gave a budget update, and discussed the \$9M that the District will need to cut in the 21-22 budget, and shared that the joint Advisory Council & Revenue & Resources Council will be hosting a town hall on October 14<sup>th</sup> to share President Nguyen's proposal for how to cut the required portion from Foothill's budget. The President has asked the joint councils to continue their work on program discontinuance processes. The Senates (Academic & Classified) will continue this work to develop processes and procedures for program reduction and elimination this fall. One set of processes will be budget based, and one will be based on "program improvement", changing conditions, etc.

#### 7. Norms for Senate this year

How are we going to do our work next year? If we are going to have effective and engaging participation - how are we going to do this work? Kathryn began a dialog followed by a discussion led by Carolyn Holcroft, and supported by the PowerPoint presentation: "[Using Meeting Norms to Foster Inclusivity](#)". We asked how a productive and inclusive meeting dialog would look like. A number of faculty responded, and comments included "everyone gets a chance to speak and respects each other's input". Being a good listener - try not to get emotional and listen to the content, or bring your emotions and hard feelings to the meetings.

Carolyn walked through the slides - what effective meetings look like - doing your best to understand and respect others, be present, and give time to the background to the agenda. Effective and inclusive meetings are very aware of power dynamics going on in the room. Power dynamics can make people feel lower in the pecking order. Good practices include developing outcomes for meeting topics, like we have done, and coming to some "shared understandings" of concepts such as respect, etc. There was a discussion of standards for behavior in a room - trouble arises when implicit norms aren't known or understood. We should practice active listening - while we're listening, listen instead of waiting to talk, i.e. "listen attentively". We discussed norms for mutual meetings, such as cameras on or off. This is a very complex issue. Chat is socially engaging, but it is a side conversation. We will bring back this agenda topic to this next meeting to finalize our first draft of norms to start the year off with. We can change these if they are not working.

8. COVID-19 scheduling task force. Kathryn talked about the fairly detailed updated of the work of this group over the summer that we gave at the September 1<sup>st</sup> meeting. So now presenting what is new, with the document "[COVID Scheduling Taskforce Guiding Principles & Criteria](#)." First piece are the guiding principles we commit to for planning for a return to campus IF/WHEN we are given the green light to return to campus (by the District and the County).

This will probably look like a phased return, e.g., increasing the number of classes on campus, the number of students inside a classroom, etc. There were comments about departments having to put together their own plan, and issues that might come up. Allied Health was a pilot from the perspective of facilities, PPE, training and process. This document is very much about the prioritization of classes.

With the document - departments were asked if they have classes they want to come back, what the priorities are, what the facilities and equipment needs are. What about facilities? What about support services? Plexiglass? And what if we run into asbestos? We're working on a contact tracing application. Robert Cormia acknowledged the significant and thoughtful work on this document, and that very few Colleges have put in this level of work.

#### 9. Full-time faculty prioritization

This [document / process](#) is for prioritizing requests for hiring faculty who will be starting in fall 2021, for which we'll be forming hiring committees and outreach for in spring. Kathryn mentioned that the requests will be ranked by the criteria in a holistic manner (not by rubric), and the timeline is starting now, so we are hoping to have approval by Senate by the October 12<sup>th</sup> meeting. The document will be updated with the form to share with constituents.

#### 10. [Four equity resolutions](#) -

David Marasco commented on the ethnic studies department resolution - that the slow speed of "academic process" and evolution take time and we're in danger of significant negative impacts if we move too slowly. We should be working in parallel rather than serially. The effort for this project (CORs) requires discipline faculty input. President Nguyen has offered to compensate (P/T) faculty to write the curriculum for the program. There will be significant work to be done, not the least of which includes curriculum work.

Kathryn acknowledged that the awareness of this resolution is just beginning to spread across the college community.

Eric Kuehnl - CCC chair, mentioned that some of the ethnic studies work is in progress and doesn't require discipline faculty, but the writing of Course Outline of Records (COR) does. He commented that the first outcome might be a certificate rather than a degree. Eric further commented that the division curriculum committees have the power in curriculum development.

There was a student comment that the Ethnic Studies program should be interdisciplinary, rather than housed in an existing division. A guest asked if the minimum qualifications for ethnic studies had been determined, and specifically comments about the minimum qualifications, and the listing of interdisciplinary qualifications for ethnic studies.

Kathryn asked about formalizing a task force or steering committee for ethnic studies - and how to facilitate adding interested faculty to the ethnic studies conversation. David Marasco suggested a tri chair of faculty - admin - student. This topic will be brought back at the October 12<sup>th</sup> meeting for consideration of the proposal of the committee.

#### 11. Announcements.

For the good of the order: Foothill CARES ACT funding is still available, please share this with your students: <https://foothill.edu/virtualcampus/cares.html>

12. The meeting was adjourned at 4:01 p.m. Next meeting is October 12, 2020