

Foothill Academic Senate Committee Reports

Prepared for the meeting of January 22nd, 20178

COLLEGE CURRICULUM COMMITTEE

Reported by Academic Senate VP/curriculum committee faculty chair Rachele Campbell

Met on Tuesday, December 5th

- Apprenticeship faculty introduced a resolution allowing apprenticeship courses to be taught the quarter following State approval in order to be able to deal with outside requirements. This led to a discussion regarding what constitutes emergency requests. There is no formalized process and would having a formalized process help areas that need to be able to respond to legislation or accrediting agency mandates more effectively. The curriculum timeline is under discussion to determine how to meet the needs of streamlining while not negatively impacting quality. The discussion regarding this resolution will continue at the next CCC meeting.
- GE applications were approved. Faculty are encouraged to submit their courses for GE approval.
 - CRWR 25A - Poetry in Community
 - ENGL 37 - Science Fiction Literature: Reimagining Reality
 - HUMN 7H - Honors Global Religions: Contemporary Practices & Perspectives
- Interventional Pulmonology Program Application was reviewed. This is a program that would be part of the Respiratory Therapy department. It is a new area in the field and considered cutting edge. The first and second read were combined by the members of the committee voting to suspend the rules. This was due to the winter break and the length of time it is taking for the state to approve certificates.
- A discussion was held regarding English Advisory Statements that are placed on various course outlines of records. The English and ESL courses were discussed to provide an overview regarding the types of skills developed at each level.
- Report on Degrees – A report regarding the number and types of degrees conferred last year was presented. It was noted that the number of ADTs have increased over the past several years. It was also noted that there are several degrees that were either not earned by anyone or earned by a limited number of students. This may result in a future discussion regarding the degrees offered at Foothill.
- CLEP – Bernie introduced College-Level Examination Program (CLEP). Currently Foothill has no policy regarding CLEP except to award credit for the CSU Breadth GE Pattern. Concern was voiced regarding the rigor of the tests. A suggestion that the tests be reviewed by the various departments on campus to determine the value of CLEP and if it was appropriate to pursue. Veteran and non-traditional student populations would perhaps benefit. More discussions regarding this issue will be held in Winter Quarter.
- Nontranscriptable certificates – The Chancellor's office may be reducing the number of units required for transcriptable certificates next year. This change would require a review of the current nontranscriptable certificates being offered at Foothill to determine what must be submitted to the state for approval vs what could be submitted to the state for approval. There is also a need to establish a process for approving nontranscriptable certificates, but the goal is to keep it simple. More discussion will take place in Winter Quarter.

Next Meeting is Tuesday, January 23rd, 2pm in the President's Conference Room

COMMITTEE ON ONLINE LEARNING (COOL)

Reported by Carolyn Brown

The COOL committee met on Dec. 5. New things we discussed were:

- The process and roles for adding guests to Canvas classes
- Requested faculty input on how the link to Canvas should appear in the myportal redesign
- Continued request for faculty input for the Online Faculty Handbook
- Were updated on the features in the New Canvas Gradebook

Recapped the fall PD Day and workshops planned for Winter PD Day.

DDEAC (DISTRICT DIVERSITY AND EQUITY ADVISORY COMMITTEE)

HRAC (HUMAN RESOURCES ADVISORY COMMITTEE)

Next meeting TBA

PROGRAM REVIEW COMMITTEE

Reported by Faculty Tri Chair Carolyn Holcroft

Next meeting TBA

PROFESSIONAL DEVELOPMENT COMMITTEE

Reported by Faculty Tri Chair Carolyn Holcroft

The Professional Development Committee met on December 7, 2017.

Of note:

- Winter PD Day will be January 26 from 9AM to 1PM. The theme will be service learning and flyers are in development
- The committee continued discussions the definition of "professional development." Jeff Anderson is developing a document intended to help us arrive at a shared definition. Classified staff colleagues provided much feedback from a staff perspective. Jeff will consider all of the feedback to date, revise the document over break, and bring it back to the first PD Committee meeting in the Winter quarter. Once the committee agrees, we will send it to PaRC for feedback (hopefully Winter quarter).

Our next meeting will be 1/18 from 12:15-1:15PM in the Library Conference Room.

Other winter quarter meeting dates will be 2/8 and 3/15 (also 12:15-1:15)

WORKFORCE WORKGROUP

Reported by Phyllis Spragge.

Next meeting TBA

TRANSFER WORKGROUP

STUDENT EQUITY WORKGROUP

Reported by tri-chair Micaela Agyare

SEW Report:

Met Tuesday, November 28 and Tuesday, December 12. Faculty in attendance were Micaela Agyare (11/28 and 12/12), Donna Frankel (12/12), Katie Ha (11/28 and 12/12), Carolyn Holcroft (11/28 and 12/12), Susie Huerta (11/28), Debbie Lee (12/12), Voltaire Villanueva (11/28 and 12/12), and Bill Ziegenhorn (11/28). During the November 28th meeting Paul Starer gave an update on the Integrated Plan. During the remainder of the meeting on November 28 and for a part of the December 12 meeting, Carolyn Holcroft led a discussion on the importance of the language we use around equity. In particular, the SEW discussed how to shift language from a deficit-based to an asset-based framework. The group brainstormed terms to use instead of achievement gap, at-risk, targeted, remedial, and basic skills. The group also discussed a shift away from patriarchal labels such as Latino/a to terms such as Latinx and Filipinx. Carolyn Holcroft then led the group through an exercise examining a COR through an equity lens.

The budget update planned for the December 12 meeting was postponed until the first meeting Winter Quarter. One important change to note: all requests for equity funding will now be handled through the President's Office. The SEW will no longer be reviewing equity funding requests.

Next Meeting: Winter 2018. Date, Time and Room TBA.

PARC

(reported by Isaac Escoto)

PaRC met on December 6th, 2017.

Question regarding the lack of VTA bus route between Foothill and De Anza. Clarification that since only 6% of FH students take classes at DA as well, VTA has told us the need is not big enough in order to have a route between FH and DA.

January PaRC agenda items will include, an update on meeting objectives of E2(squared)SG, where we are with enrollment, budget discussion, and on the work of the leadership council and governance redesign update efforts.

Sean Bogle, the new dean of student affairs and activities was introduced.

Discussion regarding the budget reduction town-hall. Productivity is a big focus for our college. Last year we were low with productivity. We're also working hard to restore FTES (full time enrolled students). Report that roughly 60% of colleges around the state are experiencing a dip in enrollment.

Discussion regarding Lottery funds. Mention that many folks aren't clear on how Lottery funds can be spent. In the past, we've used general fund dollars that we could use Lottery funds for instead. Bret Watson will meet with the deans to discuss how to spend these funds. Bret will visit senate to provide an opportunity for faculty feedback.

The college's target distribution for budget reduction has been adjusted. Earlier in the year, budget reduction percentages were planned for 30%/50%/20% for Instruction/Student Services/President's Office (marketing, finance, administration) respectively. The updated target distribution percentages are 40%/40%/20% for Instruction/Student Services/President's Office, respectively. As PaRC continues to meet in the new-year, discussions will continue so as to provide a closer look at how cut may be distributed. Reminder that the mentioned percentages for budget reduction distribution are a starting point.

Discussion re: Guided Pathways. Money from the Chancellor's Office for colleges that join the Guided Pathways efforts. In order to participate in the state College Promise initiative, colleges would need to be participating in the Guided Pathways framework. Working on GP is consistent with our college's previously established goals in our Quality Focus Essay re: educational pathways. President Nguyen invites Foothill to focus GP efforts on our

campus specific needs. For example, our college could focus GP pathways more towards an equity lens vs a main focus on completion.

Final read of the Integrated Plan (3SP, BSI, SEW) prior to submission to the Chancellor's Office. Discussion about the need for continued conversation regarding what our college means (specifically) with the listed goals and objectives/activities. Discussion related to the role of the Student Success Collaborative and retention team as to how their efforts related to the Integrated Plan going forward. Mention that the IP specifically calls out the Student Success Collaborative in helping implement goals. The IP listed many bullets/goals so as to paint with a broad brush. The purpose of a broad approach was to allow for flexibility in how to utilize IP funds.

Second read of the [Child and Adolescent Development Associate Degree for Transfer](#), as well as the [Elementary Teacher Education Associate Degree for Transfer](#).

The next PaRC meeting will be on January 17th, from 1:30-3pm in the President's Conference Room.

STUDENT SUCCESS COLLABORATIVE

Reported by liaison Isaac Escoto

Next Student Success Collaborative meeting will be January 24th, 10:30-12pm in the President's Conference Room.

DISTRICT-LEVEL COMMITTEES

FHDA BOARD OF TRUSTEES

Reported by FH Academic Senate President Isaac Escoto

A more comprehensive minutes report is available [here](#).

A student spoke out regarding the need for free speech. Mention that some students feel free speech has been silenced for fear of being treated unfairly, or fear of being disciplined. Request that the Office of the President ensure that the campus follows free speech/1st Amendment.

In honor of the 50th Anniversary of De Anza College and the 60th Anniversary of Foothill College former Board of Trustee members shared fond memories of serving on the board.

Trustee Bruce Swenson was elected president of the board, and trustee Pearl Chang was elected vice president.

Part Time Faculty Hires:

Gregory McDougal (Kines and Athletics), **Irene Onyeneho** (Biological and Health Sciences), **Elisabeth Sylvan** (Fine Arts and Communication). The full Human Resources Report can be found [here](#).

A few trustee members attended the Community College League of California (CCLC) Annual Conference. President Casas and Bruce Swenson commended Denise Swett (Student Services Vice President) for her presentation "Online Orientation Built for Student Engagement and Success." The trustees praised Foothill and De Anza student performers and ambassadors who participated and helped support the event. President Casas made a special mention of appreciating **Antoinette Chavez** for organizing the effective student ambassadors.

[Board Policy 2340: Board Meeting Agendas](#) was approved.

[BP 2350 Speakers at Board Meetings](#) was approved.

[BP 4020 \(formally BP 6010\) Program, Curriculum, and Course Development \(formerly Curricular Offerings\)](#) was approved.

The board approved Foothill's new [Certificate of Completion to College Level Math and English as a Second Language for Food Service Workers](#).

[BP 5030 Fees](#) was updated to reflect change in the Health Fee, and added language regarding the FH baccalaureate degree program fees, and to update the ECO Pass fees.

The board approved a student fee increase to 7.75 in order for FHDA to continue to participate in the Eco Pass program.

President Swenson and trustee Landsberger shared fond memories of former FHDA chancellor Tom Fryer. President Swenson also shared memories of formers Foothill and De Anza math instructor, Chuck Odle. The meeting was adjourned in memory of Tom Fryer and Chuck Odle.

Approval for our district to move into a five year contract with Ellucian (Banner system) with a shift to cloud hosting. Discussion re: process of shifting to a cloud based system. Initially, the cost will rise as we'll need to run the local server as well as cloud based system as we transition. Mention that once the system is migrated to the cloud, the cost of maintenance will be lower than what we currently pay. Mention that moving to a cloud based system will free up ETS staff from needing to "keep the lights on" and will provide increased opportunity for ETS support functional work at our colleges.

The next Board of Trustees meeting will be held on January 16th, at 6pm in the Toyon Room.

DISTRICT ACADEMIC SENATE

Reported by Academic Senate President Isaac Escoto

The DAS met on November 29th and focused on updating and finalizing it's draft of the district full and part time faculty hire procedures. The drafts of both full and part time hiring documents are now being reviewed by the Human Resources Advisory Committee (HRAC) and District Diversity and Equity Advisory Committee (DDEAC). Once HRAC/DDEAC forward their drafts of the hiring procedures, each college senate will have a chance for review/feedback.

The next DAS meeting is TBA.

ACADEMIC AND PROFESSIONAL MATTERS COMMITTEE

Reported by Academic Senate President Isaac Escoto

APM met on December 8th, 2017.

Discussion regarding Minimum Qualifications. Question if MQs are district wide (further follow up/research confirms that MQs are in fact district wide). Will confirm with HR re: district MQ procedure.

Discussion regarding Guided Pathways and how to best share what's working/not working/opportunities for collaboration. Mention of possible district wide GP discussions at APM? CAC? Further dialogue to follow.

The next APM meeting will be on January 19th.

CHANCELLOR'S ADVISORY COUNCIL

Reported by FH Academic Senate President Isaac Escoto

CAC met on December 8th, 2017.

Program Highlight: Foothill-De Anza Foundation. Introduction of staff/roles and responsibilities. Reminder that the Foundation's role is to change student lives by raising and investing funds in support of educational excellence for the district.

AP 4235 Credit by Examination, was approved.

BP 5010 Admissions and Concurrent Enrollment

BP 7400 Travel and AP 7400 Administrative Travel Procedures will come back for additional discussion at another meeting.

Enrollment updates from each campus:

De Anza- adding courses in high demand, adding late start classes. Working on dual enrollment with Fremont Union High School District. Working on communication with students that dropped courses, for information gathering regarding reasons students dropped course/s. Ramping up online course sections. Discussions regarding block scheduling; is that what students want? Fostering culture where faculty would feel comfortable with sharing enrollment ideas with admin.

Foothill- Strategic Objectives, including Equity and Enrollment (retention). Sharing actions that faculty can take to help retain students (if no student activity online, contact them. etc). As a result, faculty are demonstrating greater understanding of why students are dropping courses. Working on supporting educational quality, which in turn is meant to increase retention. VPI Kristy Lisle is working with deans with the goal of having J1 evaluations happen in a consistent manner. Outreach efforts are being better coordinated. New enrollment – increasing dual enrollment. GE Fridays. Program review through an institutional effective lens. Faculty working with marketing to target student audiences.

Next CAC meeting will be on January 18th, in the Toyon Room.