

**Foothill Academic Senate Agenda**  
**17 November 2008, 2:00-4:00pm, Toyon Room**

President:	Dolores Davison 10	Bio & Health Sci:	Karl Peter 10	Language Arts:	Rosemary Arca
Vice President:	C. Holcroft-Burns 10				Jordana Finneg
Secretary/Treasurer:	Tess Hansen 09	Business & Soc. Sci:	Mari Huerta 09	Library Sciences:	Karen Kieffer C
Curric. Co-Chair:	C. Holcroft-Burns 10		Brian Evans 10		
Student Liaison		Counseling:	Tobias Nava 09	PE & Human Perf:	Shanan Rosenb
					Dixie Macias 09
Adjunct Faculty	Donna Frankel 09	CTIS:	Mike Murphy 10	PSME:	David Marasco
			Sandi Watkins 09		Patrick Morriss
Adaptive Learning:	Don McNeil 10	Fine Arts &	Kate Jordahl 10	FA Liaison	Nicole Gray
	Ernie Schmidt 09	Communication:	Bruce McLeod 10		
2:00 – 2:20	Call To Order Announcements – (General) Approval of Minutes Consent Calendar see page two			Action Action	
	Action & Information Items:				
2:20 – 2:30	Plenary Report – Davison/Hansen			Information	
2:30 – 3:00	Budget Update – Miner/Barker			Information	
3:00 – 3:15	Committee Updates – Davison			Information/Discussion	
3:15 – 3:25	Greg McIlhiney Scholarship – Watkins			Information/Discussion	
3:25 – 3:35	Board/CAC Updates – Davison			Information/Discussion	
3:35 -- 3:50	Faculty Award – Davison/Marasco			Information/Discussion	

**Announcements—**

Academic Council still needs an at-large faculty member  
 Administrative Evaluations – see attached

**Senate Meetings, Fall 2008**

December 1

**Senate Meetings, Winter 2009 (Proposed)**

January 12

January 26

February 9

February 23

March 9

## **Consent Calendar—**

Sara Seyedin, Academic Senate

Linda Lum, Roundtable

Dee Vance Lee, Isaac Escoto's TRC

## **Senate Minutes**

### **Minutes – Academic Senate**

**October 27, 2008**

#### **Members Present:**

Dolores Davison, Carolyn Holcroft-Burns, Tess Hansen, Donna Frankel, Don McNeil, Ernie Schmidt, Karl Peter, Mari Huerta, Tobias Nava, Mike Murphy, Kate Jordahl, Jordana Finnegan, Rosemary Arca, Karen Gillette, Dixie Macias, David Marasco, Patrick Morriss, Kurt Hueg (Cabinet Liaison)

#### **Members Absent:**

Bruce McLeod, Brian Evans, Sandi Watkins, Shanan Rosenberg

#### **Guests:**

Meredith Heiser, FA representative

Dolores Davison called the meeting to order at 2:01 pm.

#### Announcements

1. Dolores announced that an at-large faculty member is needed for the Academic Council that meets on Tuesdays at 9:00 am. Interested faculty should contact Dolores.
2. Dolores asked senators to survey faculty to see if there is interest in the professional development presentation developed by the consultants. If there is enough interest, the consultants will present their findings of their research to the campus at large.
3. Dolores asked senators to get feedback from their constituents regarding the new system for submitting grades online. The plan is to eliminate all paper submissions by Winter Quarter. The issue of part-timers without district email addresses was raised. Senators would like to know what the options are for faculty who can't access the portal.
4. Tobias Nava announced that the EOPS Department started a new process of handing out books the week before classes began. One senator suggested that EOPS make the process easier for students when the bookstore doesn't have all the required books in stock. Another senator reminded faculty of the importance of putting books on reserve in the library.

5. One senator announced the Resource Fair at Middlefield Campus on Wednesday and Thursday, from 5:30-6:30 to inform students of resources available at that campus.

### **Approval of Minutes**

M/S Approval of minutes as amended from October 13, 2008, meeting. Unanimously approved.

### **Consent Calendar**

M/S approval of consent calendar as listed below. Unanimously approved.

Grievance Hearing Pool: Natalia Menendez, Joy Crevier

Travel and Conference Funds Committee: Sue Wang

At-Large Tenure Review Committee: Mike Murphy, Patrick Morriss

Noncredit Curriculum Committee: Ali Khejjou

Dean of Language Arts Hiring Committee: Anne Paye, Richard Morasci, Patricia Crespo-Martin

### **Action & Information**

#### **1. Scheduling Committee Report**

Senators David Marasco and Karen Gillette reported on scheduling items:

- a. Finals for classes that meet two days a week and start at 7:35am, 8:00am, and 8:30am will have final start times at 8:00am. Finals for two-day-a-week classes that meet at 2:00pm and 2:30pm will start at 2:30pm; and finals for two-day-a-week classes that meet at 3:00 pm and 3:30 pm will start at 3:30 pm.
- b. For those classes that meet once a week, the common practice is to hold finals on the last day of instruction. The scheduling committee is currently checking to see if there are conflicts with this practice. For online finals, instructors must accommodate conflicts in students' schedules.
- c. Meredith Heiser clarified FA's position on finals. Faculty are contractually obligated to be present on the day of the final unless previous arrangements have been made with the faculty's dean. Faculty are not, however, obliged to give a final; they have the freedom to conduct whatever activity they feel is appropriate at that time.
- d. Block scheduling in the afternoon has run into a conflict with college hour on Wednesdays at noon. Some programs ignore the college hour which can cause problems for faculty who want to participate in college-wide activities.

## **2. Curriculum Committee Update**

### **a. Distance Education**

Carolyn Holcroft-Burns announced that the state mandates that we document regular and effective contact for distance education courses. The curriculum committee and distance ed program are currently working to define “regular and effective contact.” The group is using Solano College as a starting place. Faculty members Kate Jordahl and Elizabeth Barkely are developing a brief survey for distance education faculty to ask about the methods they use to measure student contact. The survey should be out in the next few weeks. Faculty will collaborate on the drafting of a document to define contact in distance education courses. The plan is to use ETUDES for discussion of the issue.

### **b. Noncredit Update**

Carolyn announced that the noncredit division curriculum committee is forming with the first meeting scheduled for next week. Some faculty are concerned that there are conflicting or overlapping interests on the part of some faculty on the committee. One issue is whether the 2 noncredit curriculum committees (NCCC and the Adaptive Learning Curriculum Committee) should merge into one committee. The concern is that the process for adaptive learning curriculum approval is different from that of other noncredit courses. Dolores reminded senators that the Senate website has the specific criteria for noncredit courses as well as the chart that specifies load for noncredit classes.

## **3. College Curriculum Committee Moratorium**

At the last senate meeting, senators had expressed an interest in requesting a vote to approve/disapprove the CCC’s decision to continue the moratorium on approving new GE courses until the whole GE package is revised.

M/S to pull this item as an action item. Motion passed; one abstention

Senators asked Carolyn to communicate to the CCC that the Senate expects the CCC to finish its work with enough time for the Senate to approve the package and to follow through with its own recommendations. Dolores will attend the next meeting to thank the CCC and ask for a time line for the completion of the GE pattern.

## **4. Textbook Statement**

A joint committee will be formed to discuss the board statement on textbooks. Faculty interested in participating on this committee should contact Dolores.

## **5. Updates from Area B/Board Meeting**

Dolores announced that two new resolutions were brought forward at the Area B meeting: 1) a resolution proposing that the State Academic Senate develop a library of resources for academic integrity issues; and 2) a resolution asking the State Chancellor’s Office for clarification about the embedded hour and

requesting that the “immediate” deadline be changed to take into consideration the clarification and implementation of requirements.

Dolores announced that even though the financial news from the board is depressing, the District should be okay this year. Next year promises to be grimmer. Shirley Barker will attend the next Senate meeting to present a budget update.

#### **6. Joint Senate Officers Meeting**

Dolores, Carolyn, and Tess met with the De Anza Senate President and Vice President to discuss the following:

- a. The Board has asked the two Senates to draft a joint academic freedom statement.
- b. A joint evaluations committee will be formed to discuss the two evaluation tools, the J1: Peer Evaluation and J2: Student Evaluation forms.
- c. The joint committee to be formed to discuss the textbook statement.

#### **7. Food Service and Student Success**

Senator Mari Huerta asked Senators to consider the unsatisfactory quality, service, and price of the good service on campus as a hindrance to student success. Since we are half way through a three-year contract with these vendors, now is a good time to express concern about food on campus. Kurt Hueg reminded senators that the Campus Center Board meets regularly with the vendor, and that any interested faculty might want to attend those meetings to express their concerns.

#### **8. Miscellaneous**

Senator Donna Frankel thanked those senators who had sent her the email addresses of their part-timers. Other senators are reminded to give Donna these addresses so she can keep part-time faculty apprised of campus functions.

One senator announced that there are suggestion forms in the Staff Lounge about what faculty would like to see in the lounge.

Dolores Davison adjourned the meeting at 4:03pm.

Submitted by Tess Hansen (October 30, 2008)