

**Foothill Academic Senate Agenda**  
**9 February 2009, 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: | Sara Seyedin 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 |                    |                 |
| Adaptive Learning:   | Don MacNeil 10       | Fine Arts &          | Kate Jordahl 10  | FA Liaison         | Nicole Gray     |
|                      | Ernie Schmidt 09     | Communication:       | Bruce McLeod 10  | Cabinet Liaison    | Kurt Hueg       |
|                      |                      |                      |                  | Classified Liaison | Denise Perez    |

|             |  |                        |
|-------------|--|------------------------|
| 2:00 – 2:20 | Call To Order<br>Announcements – (General)<br>Approval of Minutes<br>Consent Calendar see page two | Action<br>Action       |
|             | Action & Information Items:  |                        |
| 2:20 – 3:05 | Program Review and Accreditation –<br>Townsend-Merino/Galope/Davison                               | Information/Discussion |
| 3:05 – 3:25 | Administrative Policies: Grade Change<br>Policy and Course Repetition – Davison                    | Information/Discussion |
| 3:25 – 3:40 | Roundtable Update – Davison/Murphy   | Information/Discussion |
| 3:40 – 3:50 | CAC Update – Holcroft-Burns  | Information/Discussion |
|             |  |                        |

**Announcements –**

**Senate Meetings, Winter 2009**

January 12

January 26

February 9

February 23

March 9

**Consent Calendar—**

PDL Committee (Winter/Spring) – Sara Seyedin

Language Arts Dean Hiring Committee – Scott Lankford (English)

Scholarship Committee:

David Marasco

Tobias Nava

Lesley Dauer

**Senate Minutes**

**Minutes – Academic Senate**

**January 26, 2009**

**Members Present:**

Dolores Davison, Carolyn Holcroft-Burns, Tess Hansen, Donna Frankel, Don MacNeil, Ernie Schmidt, Karl Peter, Sara Seyedin, Sandi Watkins, Kate Jordahl, Bruce McLeod, Rosemary Arca, Jordana Finnegan, Karen Gillette, Nicole Gray (FA Liaison), Denise Perez (Classified Liaison)

**Members Absent:**

Brian Evans, Tobias Nava, Mike Murphy, Shanan Rosenberg, Dixie Macias, David Marasco, Kurt Hueg (Cabinet Liaison)

**Guests:**

Katie Townsend Merino, Pat Hyland

Dolores Davison called the meeting to order at 2:03 pm.

**Announcements**

1. Dolores introduced Denise Perez who will be attending Senate meetings as the Classified Liaison.
2. The Scholarship Committee is looking for volunteers to serve. Interested faculty should contact Dolores.
3. Senators should ask constituents for phrases and words to be included in the mission statement. Ideas should be sent to Dolores who will serve on a Roundtable sub-committee to compile the ideas and write a draft of the mission statement.
4. Rich Morasci has asked senators to poll full-time faculty (including newly tenured faculty) to find out who needs a cap and gown purchased this year.

5. Roundtable update. There was discussion about pink slips being sent out in March. Two programs are facing possible elimination or consolidation with De Anza (Geology and Travel Careers). The rumor control website will start with FAQ's. Rumors should be sent to Dolores, Kurt Hueg, or Judy Miner.

### **Approval of Minutes**

M/S Approval of minutes as amended from January 12, 2009, meeting. Unanimously approved.

### **Consent Calendar**

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

Scholarship Committee – Victoria Taketa

Nominating Committee – David Marasco

### **Action & Information**

#### **1. Faculty Award – Gillette/Frankel**

Karen Gillette presented an excerpt for an article from the Chronicle of Higher Education that points to the importance of recognizing faculty excellence. She also gave a review of websites from various college that currently have faculty recognition awards. Some of these awards have monetary remuneration while others include faculty recipients on college websites and publications.

Donna Frankel reported on West Valley College, which gives out a full-time and part-time teaching excellence award as well as a publishing award and college community service award. She indicated that nominations could be made by anyone and the prize was a special parking place on campus.

In discussion, the following issues were raised by various senators:

- How would faculty excellence be evaluated?
- Would we consider research, service, both?
- What would the process be? (important to include students)
- What would be the reward?
- Should part-timers be included in the award or should they have a separate award?
- What should be the terms of service to be eligible? 4 years to avoid tenure conflict?

Donna, Karen, David, and Jordana have agreed to put together the common criteria from the various colleges and bring an update to the Senate by the end of the quarter.

#### **2. Budget Update -- Davison**

Dolores passed out documents from Konnilyn Feig who is our Senate representative on the District Budget Advisory Committee. Questions can be sent to Dolores or Konnilyn.

### **3. McIlhiney Scholarship -- Davison**

M/S approval of a one-time donation of \$1000 to be given to the FHDA Foundation scholarship in Greg McIlhiney's name. Motion passed (1 abstention).

Senators are asked to poll constituents about the possibility of instituting a memorial scholarship to remember faculty who have passed away.

### **4. Committee Updates – Watkins/Holcroft-Burns**

COOL Committee. Sandi Watkins reported that the committee is focusing on two areas of concern: course management issues and larger faculty concerns, including course evaluation, peer sharing of materials and best practices, interaction between administration and faculty, and Title V issues. The committee has developed a survey on the current course management system which the committee will distribute to faculty. Once the surveys are returned, the committee will prioritize concerns. Then work on the second priority will begin. The committee's goal is to put the ETUDES issues behind it in order to focus on the larger pedagogical issues.

College Curriculum Committee. Carolyn Holcroft-Burns reported on the following:

- The committee needs volunteers to work on the GE Breadth Statement. Senators should poll constituents for interested faculty.
- The statement for "regular and effective contact" for distance learning courses is up on the CCC website. Faculty interested in responding to the statement should see Carolyn if they have trouble logging on.
- Division representatives should have brought the draft of the American Cultures and Communities definition to their divisions.
- Dolores will email senators a soft copy of the current breadth statement and distance learning statement.
- All GE areas will be completed by the end of winter quarter in order to be brought to the Senate for approval.

### **5. Board Study Session -- Davison**

Budget information is kept on the Chancellor's website and is updated regularly. Fees for international students are increasing \$8.00 per unit. The increase keeps the District in line with neighboring colleges. The increase is effective this summer.

ETECH update. In keeping with FERPA guidelines, it has been determined that faculty should avoid using student id numbers except for use on official records.

Faculty are responsible for keeping paper copies of the grades. The student handbook says students have two years to challenge a grade. The two college senates will create a policy for how long these records should be kept.

BP 4185: Textbook Policy. The two college senates will bring a draft of the statement on textbooks to the board by the end of the quarter. The statement will state that textbook adoption is an issue of faculty primary reliance. The Senates plan to work diligently next quarter to write a more detailed statement.

The course repetition policy needs to be rewritten as well as the grade change policy and procedures.

#### **6. Faculty Lounge Concerns – Davison**

The Foothill Academic Senates needs to think about establishing guidelines for the faculty/staff lounge. Senators should poll constituents for feedback on how the lounge should be used.

Dolores Davison adjourned the meeting at 3:58 pm.

Submitted by Tess Hansen, January 30, 2009.