

Foothill Academic Senate Agenda
9 March 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 Finnegan
Secretary/Treasurer:	Tess Hansen 09	Business & Soc. Sci:	Sara Seyedin 09	Library Sciences:	Karen Kieffer C
Curric. Co-Chair:	C. Holcroft-Burns 10				
Student Liaison		Counseling:	Tobias Nava 09	PE & Athletics :	Shanan Rosenb
					Dixie Macias 09
Adjunct Faculty	Donna Frankel 09	CTIS:	Mike Murphy 10 Sandi Watkins 09	PSME:	David Marasco
Adaptive Learning:	Don MacNeil 10 Ernie Schmidt 09	Fine Arts & Communication:	Kate Jordahl 10 Bruce McLeod 10	FA Liaison Cabinet Liaison Classified Liaison	Nicole Gray Katie Townsen Denise Perez
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	Budget Update – Davison			Information	
2:30 – 3:00	EIS Update – Hueg			Information	
3:00 – 3:30	Faculty Award – Kieffer Gillette/Frankel			Information/Discussion	
3:30 – 3:50	Committee Reports -COOL -- Watkins -Curriculum – Holcroft-Burns -Roundtable/CAC/APM – Davison/Murphy/Holcroft-Burns -Scheduling – Kieffer Gillette			Information	

Announcements –

Task Force on Integrated Planning/Budget Structures – 2 faculty needed

Task Force on Educational Master Planning – 2 faculty needed

Senate Meetings, Winter 2009

January 12

January 26

February 9

February 23

March 9

Consent Calendar—

Karl Peter – Landscape Design Team

Falk Cammin – Language Arts Dean Hiring Committee (Foreign Language)

April Flowers -- Language Arts Dean Hiring Committee (ESL)

Ali Khejjou -- Language Arts Dean Hiring Committee (ESL)

Keith Pratt -- Language Arts Dean Hiring Committee (ESL)

MaryLou Heslet, Counseling and Matriculation Dean Hiring Committee

Andy Lee, Counseling and Matriculation Dean Hiring Committee

Senate Minutes

Minutes – Academic Senate

February 23, 2009

Members Present:

Dolores Davison, Carolyn Holcroft-Burns, Tess Hansen, Donna Frankel, Don MacNeil, Ernie Schmidt, Karl Peter, Sara Seyedin, Tobias Nava, Mike Murphy, Sandi Watkins, Kate Jordahl, Bruce McLeod, Rosemary Arca, Jordana Finnegan, Karen Gillette, Dixie Macias, Nicole Gray (FA Liaison), Katie Townsend Merino (Cabinet Liaison)

Members Absent:

Shanan Rosenberg, Denise Perez (Classified Liaison)

Guests:

Pat Hyland, Daniel Peck

Dolores Davison called the meeting to order at 2:00 pm.

Announcements

1. Dolores thanked Kate Jordahl for taking the minutes of the last meeting. She mentioned the level of detail was helpful as we record all the conversations we have about program review, SLO's and accreditation.
2. Daniel Peck, the new Institutional Researcher, introduced himself. He comes from Mission College where he worked as the institutional researcher. Daniel has spent his career in the educational and non-profit sectors. He sees his role as being support for faculty. He wants to provide and collect information needed to help with student learning. In the past, he has worked collaboratively with the Academic, Classified, and Student Senates, and he plans to continue to do so at Foothill.

Karen Gillette wondered if his office would help with surveys for SLO data collection. Daniel said he would. He also mentioned that his and Katie's office will be offering workshops on survey construction, using embedded multiple choice tests and other research topics so faculty can do their own research in their classes.

He will forward his contact information to Dolores to be distributed to Senators.

3. The new State Chancellor has changed the name from the "System Office" to the "Chancellor's Office."
4. The Landscape Design Team needs an Academic Senate representative for its meeting this Thursday, February 26, at 2:30 in the Altos Room. Karl Peter volunteered to attend.
5. Pat Hyland announced that the newly tenured faculty would be honored at the March 2 board meeting.

Approval of Minutes

M/S Approval of minutes as amended from February 9, 2009, meeting. Unanimously approved.

Consent Calendar

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

Scholarship Committee – Lety Serna, John Sawka

Nominating Committee – Bruce McLeod, Don MacNeil

Action & Information

1. Grade Change/Course Repetition Policies – Dolores Davison

Two administrative policies are being proposed at the District level. These policies concern two things: 1) how long after a class is finished can a student request a grade change (and therefore, how long faculty must keep records for classes; 2) how long after a student has passed a class with a C or better can that student retake the class for credit.

Discussion on the first policy included the following points:

- Need for a two-year time period to account for faculty on sabbatical
- Students need to be told that they have the right to challenge a grade, but that they need to do so in a timely manner
- Students have the right to self-advocacy with challenging a grade, yet they don't often do so within one quarter of the class ending

Most division representatives reported that their divisions agreed that 2 years is a reasonable amount of time. (Reporting divisions: BSS, PE, Library, Fine Arts)

Other discussion points were:

- Clerical errors are not included in this timeline as these can be rectified at any time
- Document storage of grade sheets is often a problem for faculty, especially adjunct faculty. Dolores agreed to bring this issue to Cabinet and Chancellor's Advisory.
- Discussion arose about whether the college is responsible for keeping grade sheets; faculty are reminded that under state law, no one but the faculty member him/herself can change a grade.

M/S Bring forward a policy that states students have 2 years in which to challenge a grade. Unanimously approved.

Discussion on the course repetition issue focused on defining "a significant lapse of time" in which a student can re-take a course for credit.

Senators made the following points:

- 5 years is appropriate because of technological advancement in certain fields
- Adult learners often want to repeat courses for lifelong learning
- Students in impacted programs want to re-take courses to improve their GPA's to be more competitive in the application process.

Katie reminded Senators that this policy is not meant to solve the repeatability issue, which is under discussion and review.

Senators felt that this time period ought to be looked at from a discipline level, that time periods may vary according to discipline. Dolores will take this issue back to the Chancellor's Advisory Council.

2. FSA in Commercial Music – Kate Jordahl

Kate reviewed the rationale for an FSA in Commercial Music that was sent to Senators with the agenda. Mike Murphy was concerned if the entire Fine Arts Division had approved the new FSA or if it was only the Music Department. Kate was asked to check to see if the whole division approves. Dolores will check to see if departmental or divisional approval is needed for FSA's.

Senate will vote on the issue at the March 9 meeting.

3. Faculty Award Report – Karen Gillette/Donna Frankel

This presentation was postponed to the next meeting.

4. Institutional Effectiveness Survey – Katie Townsend-Merino/Daniel Peck

Katie announced that the campus would be developing a proposal for new planning processes and procedures. When thinking about planning at the college level, Senators should think about how decisions are made, how the results of program review are used in decision-making processes and how resource allocation is linked to these processes.

Feedback from Senators included the following:

- Concerns that decisions are related to the larger vision/mission of the college
- Concerns that there's a lack of planning overall on campus
- An understanding of the importance of the Ed Resources Committee, but no clarity on the criteria the committee uses to make decisions
- Concerns that there's lots of talk, but that decisions get made in other venues
- Concerns that part-time faculty are left out of the discussions

Katie said the campus will be focused on establishing policies and procedures for operational and governance decisions. Faculty will have representation on governance committees, and, therefore, will need to have good communication outlets in place. Katie emphasized that how we communicate our processes needs to be addressed; she mentioned that sometimes our technology can impede the communication.

Katie insisted that the campus would engage in a healthy discussion of long- and short-range planning and of how deliberate decisions are made on campus.

Karen Gillette mentioned that it's important to work on the college mission, so that the program review and planning processes begin and end with the mission. Katie announced that discussion of the mission statement would take place in a town hall meeting so a large group of college constituents can participate.

The college has 2 ½ years to put these procedures into practice and to evaluate their effectiveness before the next accreditation visit.

There will be two separate task forces to put the planning into place. Katie reminded Senators that because planning is one of the 10 + 1, primary reliance issues for faculty, the Academic Senate will play an essential role in these task forces and in the overall process.

Dolores Davison adjourned the meeting at 4:03 pm.

Submitted by Tess Hansen, February 24, 2009.