

**Academic Senate Meeting Minutes**  
**Foothill College Academic Senate**  
**February 5, 2001 2:30-4:30 PM**

**Members Present:**

Larry Rouse, President  
Charlotte Thunen, Vice-President & Library  
Marilyn McDonald, Treasurer & At-Large Faculty  
Mike McHargue, Chair of I of I/ T&L  
Rosemary Arca, Language Arts  
Richard Morasci, Language Arts  
Shirley Barker, Curriculum Co-Chair  
Bea Cashmore Adaptive Learning  
Robert Hartwell, Fine Arts  
Sandy Lynn, Physical Sci & Math  
Greg McIlhiney, CTIS  
Ron Oburn, PE & Human Performance  
Dolores Peterson, Business & Social Science  
Irv Ploke, PE & Human Performance  
Phyllis Spragge, Biology & Health Science  
Victoria Taketa, Counseling  
Bill Tinsley, Business & Social Science

**Members Absent:**

Sandy Lynn

**Guests:**

Bernadine Chuck Fong, College President  
Edwin Dunn, Director of Campus Safety

**1. Call to Order:** Rouse called the meeting to order at 2:30pm.

**2. Approval of Minutes:**

M/S/C Minutes from January 29, 2001 were approved as amended.

**3. Approval of Consent Calendar:**

M/S/C Rosemary Arca & Kurt Gravenhorst - Language Arts Division Dean hiring committee  
M/S/C Juanita Croft - representative Student Outreach and Success Committee.

**4. Committee Reports and Announcements:**

- a. **Ed Resources** - Rouse & McDonald reported that the committee had reaffirmed its placement of the classified positions. A brief discussion of the biology positions ensued with Barker reporting that the hiring committee wrote a common job announcement covering two positions.
- b. **Meeting with Hurd** - Rouse distributed the proposed guidelines for administrative evaluation committee members. A request for administrator job descriptions was included.
- c. **ETAC:** Rouse asked if there was anyone interested in relieving Joe Ragey as one of our representatives on ETAC.
- d. **Commencement Committee** - Tinsley reported that 5 faculty names had been given to the Students to select a faculty speaker for graduations. Graduation will be on the athletic field again this year. McDonald distributed the criteria the students used last year.
- e. **Learning Communities** - The League for Innovations contact met with the Learning Community Grant group on 2/2/01. There are 8 faculty and one dean participating in the project.
- f. **CTIS** - CTIS proposed a policy of residency for the awarding of degrees. Discussion resulted in the conclusion that each division/department may, at this point, define requirements for a certificate as they wish. The College Curriculum Committee is discussing certificates and possible state requirements for certificates of proficiency.

- g. **Basic Skills** - Rouse distributed information updating basic skills requirements for math, English and ESL.
- h. **Report from the President** - President Fong extended a belated welcome to the Senate (she had been on sabbatical last quarter) and reviewed the College's Emergency Plan in light of last week's evacuation at De Anza. She suggested that all faculty have multiple copies of the emergency plan in their cars, at their homes, in their briefcases and in their offices so that they would be prepared for any eventuality. She noted that "front-line staff" had reviewed the procedures and she encouraged us to do so as well. All emergency coordinators have cell phones which can operate as walkie-talkies. She also noted that the instructions on how to handle bomb threats would be appended to the college/district phone directory.
- i. Bernadine also clarified the college's understanding with the City of Palo Alto and the Middlefield Campus. She assuaged any concerns about imminent loss of that campus. She noted that although the college will now have a two-year lease of the facilities, it will be able to predict and accommodate any plans the Palo Alto School District or the City would have for the site.
- j. She also noted that Measure E plans for the new police station place it now near the entrance to the campus for higher visibility and that previous plans to re-route the perimeter road are no longer operative. The new science building may be sited in parking lot 4.
- k. **De Anza Bomb Threat** - Police Chief Ed Dunn reviewed the procedures in place during the De Anza bomb threat incident. It was suggested that a notice should have gone out to Foothill faculty staff and students that De Anza was closed, because some of us commute between the two campuses.

#### **5. Old Business:**

- a. **Middlefield Campus Update** - See above under President Fong's report.
- b. **NISOD Educational Excellence Award** - Robert Hartwell and Konnilyn Feig will be the sponsored attendees at the NISOD Educational Excellence Award meeting in Austin.
- c. **Textbook Orders:** - Thunen asked that faculty alert the bookstore if they take more students or think they will be increasing their enrollments, so that more textbooks could be ordered for the additional students. She also asked faculty to consider putting their desk copy on reserve in the library until the new orders became available.
- d. **Faculty Commencement Speaker** - See Commencement Committee report above.
- e. **Joint Senate Meeting** - February 26, 2001 in DAC Conference Room B in the Campus Center.
- f. **Guidelines for Administrative Evaluations** - See above under Meeting with Hurd.

#### **6. New Business:**

- a. **Journalism Program** - Rouse reported that 10 computers in the Language Arts Lab will be upgraded using grant funds, so PhotoShop can be used by the students in the journalism classes. Kurt Hweg will teach a class in Journalism for Multimedia Communications. Rouse is meeting with ex San Jose Mercury columnist, Joanne Jacobs, on Friday to discuss the possibility of her teaching in the program.

#### **7. Committee Members and/or ratification needed:**

ETAC subcommittee members carried over to next meeting.

#### **8. Hearings:**

None

**The meeting adjourned at 4:10 PM.**