

Academic Senate Minutes

May 14, 2012

Meeting Called to Order: 2:02 p.m.

Members present: Dolores Davison (President), Carolyn Holcroft (Vice-President/CCC Chair), Robert Cormia (Secretary/Treasurer), Katherine Schaefer (Adjunct Faculty), Teresa Ong (ADL), Kathy DePaulo (BHS), Eta Lin (BSS), Sam Connell (BSS), Tobias Nava (CNSL), Bruce McLeod (FA), Kate Jordahl (FA), Scott Lankford (LA), Pam Wilkes (LRC), Don MacNeil (PE), Patrick Morriss (PSME), Debbie Lee (PSME), Darya Gilani (Classified Liaison), Meredith Heiser (FA Liaison), Shane Courtney (ASFC liaison)

Members Absent: Kurt Hueg

Guests: Brenda Visas, Todd Leight, Fred Sherman, Chien Shih

Agenda Approval: Approved by consensus.

Announcements: We are considering conveying to Ross Mayfield, our commencement speaker, an AA/AS honorary degree. Ross is the founder of "social text" and he was a former Foothill College student. Robert Hartwell is the faculty commencement speaker. IP & B Committee members are asking for faculty volunteers to serve on the program review committee. Agenda for May 21st not set - probably will not have election results, but will likely talk about the budget. Dolores will ask Judy Miner to come to the next meeting. PaRC meeting this week for May revise. Shane is the new ASFC president for the remainder of the quarter (he transfers to UC Berkeley in fall). Academic senate president election is in progress, starting Monday May 14th at 8 a.m. and extending through May 21st at 8 a.m. Katie Ripp is the new senator from PE (added to the consent calendar). The senate retreat is scheduled for June 22nd, the Friday before finals, at Bruce McLeod's home. This is a noticed meeting, and covered by the Brown Act, but not likely that we will have any action items.

Minutes from April 30th will be amended and brought back for approval on May 21st.

Consent Calendar: Approved with amendments as follows: Katie Ripp as senator for PE. Kathleen Austin and Cara Miyasaki on hiring committee for EMT hire in Bio Health replacing Mary Green.

Item 1: Brenda Visa Davis and Todd Leicht from Gilbane presented the buildings and grounds proposal for the scene shop behind the Fine Arts buildings. Proposed scene shop concept Todd Leicht showed drawings of the suggested changes, and moving the new gas line. The scene shop building will be ~3,100 sq ft, and include shop space where scenes can be constructed, a storage and mechanical room, and 400 sq ft of studio space. The current parking lot in this space will be removed, but additional parking spots will be added in the Carriage House area. The scene shop enhances our ability to have rentals for the Smithwick Theatre. There is a gate to an

emergency generator (GEN-SET). A few older trees will need to be removed. The timeline is for the concept to be approved, at the next Board of Trustees meeting in July.

Item 2: District Academic Senate President - Robert Cormia accepted the nomination for DASP and was approved by acclamation.

Item 3: Recommendations by DEAC - COOL (Distance Education Advisory Committee and Committee for Online Learning. Kate Jordahl provided a draft document titled "DEAC-COOL Recommendation – Guidelines for Administrator and Peer Review of Online Courses." Faculty have concerns about being reviewed in online courses and by deans that have never taught an online course. DEAC-COOL is looking for faculty who would be interested in being reviewed, on a 'trial basis'. It was suggested that someone who has been in ETUDES as a student/faculty would provide a better foundation for evaluating the course than someone without such experience. In an online course evaluation, we are looking for interaction, content release, student experience, explanations and/or expectations about attendance and accessibility. Deans will ask for assistance or ask someone to review it for them. J1 is a negotiated component of the contract, and DEAC-COOL has been working on this for a year. If evaluation issues do come forward with online courses, we want to be prepared for them.

Dolores commented that there was discussion in the statewide accreditation committee that every college should have a consistent online service (CMS/LMS). However, any changes that would come with respect to a new system would come over a matter of years.

Faculty can get guidance from DEAC-COOL. Kate commented that in online courses students need guidance, and many online courses will need significant help. An evaluator not familiar with Etudes could spend all their time looking in the wrong place. Online content cannot include commercial content that requires a fee to access. Dolores spoke about an extensive DE presentation at ACCJC. There were additional comments about a statewide CWID for added student security and student tracking. Telecommunications and Technology Advisory Committee (TTAC) to the chancellor said it would be great if everyone used the same online system. A question was asked: has the College done a survey to see how successful the current online system (Etudes) is? A: yes! Issues and concerns raised at statewide academic senate in approaching technology and online learning are congruent with what Foothill has experienced.

Item 4: IP&B - Feedback for the Program Review Committee (PRC):

- IP&B is continuing to go forward with development of the comprehensive program review templates
- PaRC has asked IP&B to provide guidance on "guiding principles" for use in budgeting this spring. It will be logistically impossible to sort through all the program reviews submitted in fall under this fast budget reduction timeline. If we face additional large cuts (State budget and May revise) further reductions are likely to come from non-instructional areas. We have to be very careful about the 50% law (must have at least

50% of funding going directly to instruction). Program review guidelines were proposed with an eye towards program review (quality) rather than staffing/budget reductions. OPC was not intended to handle personnel decisions? There was a comment that there is confusion about interpretation (of role and scope of OPC?). The role (ultimately) of IP&B this year and the program review committee going forward is to carefully evaluate and summarize program review data for use by OPC and PaRC. There were comments that program review are dated, and need feedback from faculty and staff. Additionally, program review documents may not be comparable between and among departments and divisions that are of very different sizes. On an annual basis, the goal is to review what is working and not working in a program including both instructional and non-instructional programs. The budget is a lot worse than we thought, and the timeline for making decisions on staff reduction are much worse than we thought. This is not a good time and not a perfect process. Please bring suggestions for efficiency and cost savings to (administration).

Item 5: Committee report. SLOAC update - you have to do a program level assessment for at least one PL-student learning outcome (SLO) no later than this spring. SLO coordinators request that you enter data/reflections into TracDat® before the end of spring (before summer begins) if possible. The deadline to apply for the SLO coordinator position is May 25. Other committee reports were deferred to the 21 May meeting.

Item 6: Fred Sherman and Chien Shih spoke about a change in the email system from send mail and meeting maker, which are being replaced with Exchange server. Outlook is the 'front end' application to Exchange. They also provided a "FHDA Outlook/Exchange Implementation Calendar" document. ETS is working on conversion of the calendars in May, getting everything set for integration into Exchange. Initially we will use a Web based client (OWA) Outlook Web Application for email. When everyone gets converted over to Exchange, in July, they can install Outlook as an email client. Old email archived on the current server will be converted to exchange. With regard to the calendar system that is in Meeting Maker (MM), it cannot be moved into Exchange server. Tools will be provided to access old MM appointments. Calendar and email are integrated in Exchange, and are completely synchronized. Outlook can also be synchronized across multiple devices (Computer, tablet, phone, etc). Chien spoke about the specifics of the calendar, and features can be reviewed at www.fhda.edu (click on technology and go to email). Faculty rosters will not be impacted by the conversion process, as they are in Banner. The conversion process will occur based on functional group, and conversions will occur over a weekend, beginning on a Friday afternoon, and being complete by Monday morning. Before each conversion there will be a pre conversion meeting (usually on a Tuesday). The meetings will help staff in learning how to log into the system, and how MyPortal and the email client work together. If you are not able to attend the in-person pre-conversion meetings, ETS will also provide instructional documents on its homepage.

ETS internal employees will be converted first. The next group will be the 50 super users (persons from both campuses who are eager to be converted) Contact Sharon Lucia if you want

to be a super user. The pre conversion meeting for faculty will occur in early June Early June. Faculty will convert June 13th and 14th, after grades are due, July 6-7 P/T. Pre-conversion meetings will have an agenda, notes, etc. These Meetings will occur from 9-12 a.m. and 1-4 p.m. (You only need to attend one session).

Fred commented that Exchange is a very easy system to use. A question was asked, If you are an Outlook user, can you continue to use Outlook, and with two profiles? Can you continue to forward email from your FHDA / college account to a private email account? The answer was yes, but encouragement to use the new system for all 'college business' ETS will move everyone to the OWA for the first conversion, and if you want to configure Outlook to be your desktop client, that can occur later. Staff who wish to continue to forward email may need to reset the current forwarding technology. There was a brief discussion of a current (FOIA) request. Retirees on Article 19 will also get OWA accounts in the new system.

Item 7: COOL Committee – Kate asked if anyone would like to serve on the online accessibility committee. Kate encouraged senators to ask their constituents.

For the Good of the Order: Senators please tell your faculty to vote in the senate election.
<http://www.foothill.edu/senate/election/>

Meeting Adjourned: 3:59 p.m.