

Academic Senate Minutes

June 4, 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), Eta Lin (BSS), Sam Connell (BSS), Tobias Nava (CNSL), Bruce McLeod (FA), Kate Jordahl (FA), Pam Wilkes (LRC), Don MacNeil (PE), Patrick Morriss (PSME), Debbie Lee (PSME), Kimberlee Messina (Cabinet Liaison), Darya Gilani (Classified Liaison), Meredith Heiser (FA Liaison), Shane Courtney (ASFC president)

Members Absent: Russell Wong, Katherine Schaefer

Guests: Judy Baker

Agenda was approved by consensus.

Announcements: Jocelyn Diaz joined senate as the new ASFC representative. Mary Thomas suggested putting a link to the Academic Integrity on the senate website. It was asked that in the absence of a faculty handbook, what can we give to new faculty to help them get acclimated and off to the right start? There was a suggestion of a new faculty tour, and important information put into a tool kit. We are looking for help from division faculty, and perhaps an informal working group, with links from various parts of the current handbook. Falk Cammin stated that we are out of compliance on TRCs, as we need a tenure review due process panel. We will need faculty to serve on this panel, and service would not begin until fall. This would be a two year commitment and this panel will serve as an "emergency only" committee. We also need a significant number of faculty to serve on tenure committees, and significant numbers of faculty not serving on committees who could serve on a 'due process' committee.

The elections committee announced the results of the online Web based election, with 61.5 votes for Dolores Davison and 49.5 votes for Patrick Morriss. Over 100 full-time faculty voted in the election, a significant turnout, with over 50% of full-time faculty participating. There were comments about how we could make the election less 'tamperable', and in particular, preventing CWIDs from being copied and used fraudulently. An auto email response after voting could help. There were some problems with weekend voting, so next year the elections may occur on Wednesday – Wednesday.

The Foothill College microcredit club announced activities to support rural poor areas, primarily through Kiva.org and making loans, and selling T-shirts for \$10. Contact Brian Evans (EvansBrian@foothill.edu) if you are interested in supporting and/or promoting this activity.

Darya circulated pamphlets describing a two week summer bridge math boot camp, get counseling 50 class in the second week. The students will also receive tutoring from faculty members, priority registration, and they will take a field trip to UCSC. The camp starts on July 9 and ends on July 19th.

There is a State taskforce in session right now about who gets priority registration and why. The list of prioritizations was given. The task force is meeting again tomorrow (June 5th). Returning students who show satisfactory progress and who have not gone over a certain unit count would have highest priority (exceptions if you are retraining for a new career). Priority then goes down a list in unit priorities, and while colleges might be able to 'tailor' the list, underserved (underrepresented) and athletes will still have highest priority.

The Center for Applied Anthropology did a study on student success in transfer, and their participation in the student transfer center. Sam Connell will give the study results at a future meeting.

Approval of Minutes from May 14th with the following corrections: the two summer meetings are unofficial, but an opportunity to show progress as we go along. Katherine Schaefer did send the link to the website. Minutes were approved by consensus with changes as noted.

There was no consent calendar for this meeting.

Item 1: Approved J1 - changes now include the faculty member's comments (comments on sections 1, 2, and 3). A faculty member must check off the box that the SLOs have been completed, and while the SLOs are not being evaluated, faculty would be able to comment on how they have worked with SLOs, and this is separate from activities in TracDat. The faculty member should comment on what they have done. The J1 is on the table for negotiation and would appear in the contract if ratified. If there are any other comments or questions, please send them to Kimberlee. As a reminder, the SLO coordinator position needs to be filled. There could be stipends to help garner participation in this role.

Item 2: proposed final exam schedule, Debbie Lee. Most of the College is on block schedules, with 10 blocks. The final exams for the time blocks were assigned time for Tuesdays or Wednesdays, and leave time on Thursday or Friday for classes giving a common final, and/or online courses. Debbie mentioned that she has not heard back yet regarding classes that do not meet in blocks. Kept Monday as a regular class day. Regarding Monday class time, De Anza would not agree. Finals on Friday at 5:30 to 7:30 would be outside of our normal work time. This effort addresses an on campus proctored exam for online classes. Evening classes have always kept the same pattern, of the final exam being the same time for final as the evening that the class meets. Online final times, in this schedule, are only for online classes where a faculty chooses to have an on campus proctored exam.

For classes that meet once a week, finals are scheduled for the last day of class. Since KA (PE

and athletics) does not give finals, there is no impact on this schedule. Biology did not like the proposed idea. For a student that comes to class Monday, Wednesday, and Friday, there is a possibility they could be taking three exams on one day. Given that there is 'extended time' required for many disabled students, there could (probability) be an impact. There was an idea that the schedule (blocks) would switch each year. The primary problems we are trying to solve is supporting a common final, the proliferation of online courses, overlap between day and evening classes, and finals that interfere with graduation (in spring) and why it was that certain. De Anza finals start on the half hour (finals or classes) and there is little commonality between our two approaches. We've already begun to post Web pages with class information for fall. The scheduling committee has created a schedule, brought it to the table, and garnered feedback. Debbie is still waiting to hear responses from faculty.

Summer cabinet - Dolores listed the meetings and duties for summer, and tasked for each officer. In the past we've asked for back up from faculty that might be available during the summer (i.e., emergency representation), and who could fill in for Dolores and Bob. The amount would likely be \$3000 (or less) but at least \$2500. There will be notes from the meetings that Robert and Dolores attend over the summer.

Item 3: Theresa Ong OCR update (Office of Civil Rights complaints) if a student has a complaint they can go to OCR first, or find a lawyer who will take up their case. In one case, OCR reviewed the case and ruled in favor of Foothill College. In the second case, a student accused a faculty of not providing accommodations for a quiz. In a third case, a student alleged that they took an online course, did not receive accommodation, but Foothill never received an accommodation request. Three complaints over a five year period is significant. OCR, having received a number of complaints about Foothill College, may come back and look for a pattern. Do we have policies and procedures to help students, and can students access curriculum? Also, is there a way for students to demonstrate their knowledge, given extra time (accessibility to demonstrate their knowledge)? If a faculty disagrees with an accommodation request, please contact DRC, rather than saying 'no' to the student.

A question was asked about a specific disability, and asked about process. A second question was about how many OCR complaints is a lot, and how many is typical? OCR has the legal authority to look at other things if they get curious. There was a comment that students are not happy if this many complaints are coming forward. Are we being kind enough? Even if the complaints are not valid, do we have policies in place that help students resolve things? We should be looking at curriculum and pedagogy. There was a comment that maybe we should switch exams to 'take home', and then there isn't an issue with stress over time etc. There was a comment that the testing center itself could be a stressful place for both faculty and students.

There was a comment that one of the top priorities of Academic Senate should be to make sure that the Testing Center has set policies and regulations that are known and perhaps made in conjunction with faculty. Kimberlee commented that even though the OCR complaints may have no merit, what OCR is going to wonder, given the number of complaints we have, is

whether or not the policies and regulations we have with regards to students with learning disabilities are clear and that all parties understand them.

There have been numerous comments and complaints that procedures are not being followed. Right now it is not clear that policies and procedures are being followed. Judy Baker commented that there is a new taskforce on accessibility, meeting Monday the 18th and Tuesday the 19th of June. There was a comment that there is damage to the community when a student hits a wall that impedes their learning, and an additional comment that there is a lot of negative energy around this topic. As faculty, how can we design an exam that allows everyone to show academic ability (proficiency)?

Item 4: The curriculum communiqué was recently sent out, and curriculum committee is meeting again Tuesday June 5th. Academic Integrity had a brown bag last week. There was a dialog in AI that office hours are not perceived the same way between faculty and students. Peter Murray had sent a response to faculty based on some of the comments that students have made. There was a comment that the office hour was thought of as an anachronism, and many faculty did not see it as a valuable use of time. The bigger comment was that 'if faculty demand certain things from students' why do students not have the ability to demand things from faculty? Patrick talked about communicating shared values and creating an environment of integrity. Patrick reported that he and seven other faculty members attended the ASFC meeting to invite them to attend the discussion on building a culture of academic integrity. There was a suggestion that students join AI. What can students help faculty do? There has been an erosion of office hours (culture around office hours). But this issue also speaks to both the breakdown of morale across the campus, and a lack of professionalism. What is it that we are doing? Have a broader discussion about things like office hours and, attending finals, and finals creep. We (faculty) should approach this as having shared values. Not cheating. A senator suggested that Patrick should write up "little doses" of information about the AI meetings to keep faculty members informed on issues surrounding academic integrity.

IP&B report out. Discussed the recent IP&B retreat, and the guiding principles in the shared governance handbook. There were questions that PaRC and cabinet should ask as we are evaluating the various areas that are considered for budget reduction. There will be a significant impact on classified staff and programs. We are preparing for something "very serious." The college is going to look very different, and we have a very difficult challenge to start the process with such a large dollar number (\$2.5M) considered, committed, There is more danger in trying to do this process in a short timeline. It is not a perfect process, but there is thorough and committed discussion. The more planning that can happen right now, then the less painful the cuts will be.

BoT meeting tonight, AFSC will be presenting their budget. The Academic Senate retreat is the end of the year (June 22nd) for goal setting. COOL is meeting on June 11th. There is a timeline for addressing accessibility of online content and effective practices. Transfer Celebration on Wednesday, June 6, from 12-1 at Appreciation Hall.

For the Good of the Order:

Kurt and Dolores are going to the ACCJC meeting in FO in two days (June 6th).

Meeting Adjourned: 4:03 p.m.