

Academic Senate Minutes

October 1, 2012

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

Members present: Dolores Davison (President), Carolyn Holcroft (Vice-President/CCC Chair), Robert Cormia (Secretary/Treasurer), Katherine Schaefer (Adjunct Faculty), Kathy DePaolo (BHS), Karl Peter (BHS), Lisa Drake (BSS) Eta Lin (BSS), Tobias Nava (CNSL), Lety Serna (CNSL), Bruce McLeod (FA), Janis Stephenson (FA), Scott Lankford (LA), Richard Morasci (LA), Pam Wilkes (LRC), Don MacNeil (KA), Katy Ripp (KA), Debbie Lee (PSME), Kimberlee Messina (Cabinet Liaison), Darya Gilani (Classified Liaison), Meredith Heiser (FA Liaison), John Lazzarini (ASFC Liaison)

Members Absent: David Marasco (PSME)

Agenda approved by consensus

The meeting began with introductions by senators and officers, and a note that we have two senators from every division except the LRC

Announcements

- Thank you notes from recipients of scholarships were circulated - we will have an action item next meeting on three \$1,000 scholarships for the next year.
- Transfer Articulation Guarantee (TAG) agreements are in process. The Transfer Center is looking for volunteers to help students write essays for scholarships. Estimated time of service is one hour per student to be arranged at the faculty member's convenience. The number of applications has exploded and the Transfer Center is overwhelmed. The Writing Center used to do this. Nancy Gill from the Writing Center has written a guide - The Subject is You - how to write good essays.
- The part-time faculty representative (Katherine Schaefer) can only serve the first hour of each senate meeting due to a class assignment. We are looking for an additional P/T faculty who can help serve this position. Katherine would split the stipend with any help.
- Katherine has formed Foothill College Adjunct Community on Google Groups for communications.

Approval of the minutes from June 18 2012, with minor edits, by consensus.

Item 1 Dolores Davison presented the Role of the Senate: Academic Senate handles academic and professional matters, known as the 10+1. Academic Senate has either primary reliance or joint reliance in particular areas, under board policy 2223; for example, curriculum is an area of primary reliance while educational program development is done jointly with deans and VPs. On primary reliance issues the board will defer unless there is a significant financial reason, and our board works very well with the Senates: the FHDA board received a commendation from ACCJC for their work. Textbook choice is also an area of primary reliance, and the Senate's work with the board was an indication of this reliance. Senate officers attend the board meetings and are afforded an opportunity to address the board at each

meeting.

The Senate passes resolutions, but we are not an enforcement body. Senate has spoken about the need to put SLOs on syllabi but cannot enforce that. Committee members are appointed by the senate (TRC, PaRC, etc).

- Resolutions
- Presentations to Board
- Committee work
- Liaisons with FA
- Serve as voice of academic and professional matters

The areas that the Senate works jointly with FA are:

- Tenure evaluation
- Faculty evaluation procedures
- Faculty Service Areas

Academic Senate Officers for 2012-13

- President - Dolores Davison
- Vice President - Carolyn Holcroft
- Secretary - Treasurer - Robert Cormia

We could also have two 'at large' senators and two part time senators, given the reduction of divisions over the previous several years.

Senators are in executive committee, officers comprise the executive council.

Your responsibilities as senators:

1. Attend meetings
2. Report out to your division faculty

There are three senate meetings this October, and then right before fall plenary in November. With Proposition 30 results we may have a lot to discuss, or very little to discuss, all related to money.

Senators represent their division and not themselves, and all departments, which can be complicated. For example in BSS, business and marketing have different ideas than social sciences and anthropology

Ten plus one can be broadly interpreted - and any item coming forward to senate must be under 'academic and professionalism' (not parking, for example). If you participate on a committee as an appointee you should report out at least once a year. We are covered by the Brown act, anyone can attend and no one can be excluded. The senate agenda goes out Wednesday or Thursday prior to the Monday meeting. Action items have first read and then second read unless it is an urgent matter. Need 72 hours advance notice before posting (unless they are urgent). Agendas are posted to the senate website.

Consent calendar - items not up for discussion - we simply accept it or not. It is not unusual to pull an item off the consent if we need or want to discuss it. The most common consent calendar items are

committee appointments and confirmations.

President's report is an addition to this year's agenda, and it is something that most of the academic senates are doing now, involving issues such as statewide actions, resolutions, and other items that should be brought to the attention of the Senate. The president will also report out on their meetings with groups that are not committees, such as the BoT meetings or meetings with the college president or chancellor.

The most important of all subcommittees is the curriculum committee, which approves courses and degrees, and reports out at each senate meeting. There are a number of big items this year in curriculum, including transfer degrees, prerequisites, GE, and certificates.

Senate resolutions - guides the work of the academic senate, streamlines communication. Up to four 'whereas' and four 'resolved' in a resolution.

Faculty should be getting regular reports out from their curriculum members.

Other committees:

PaRC - Planning and Resource Council

Workgroups:

- OPC Operation and Planning
- Basic skills
- Transfer
- Workforce

Standing Committees (or need to be formed):

- Committee for Online Learning (COOL)
- Academic Integrity Committee
- Program Review Committee
- Professional Development Committee

District Committees

- Academic and Professional Matter (APM)
- Chancellor's Advisory Council
- District Budget Committee
- Human Resource Advisory Committee (HRAC)

Senate goals for the year - continue work in student learning outcomes (SLOs), accreditation, program review, professional development, student equity, increase participation in governance. Succession planning remains a key goal of the senate, as we will need a VP and Secretary – Treasurer at year's end.

Resources: www.asccc.org Get links to education code and empowering local senates

Consent Calendar:

Addition: Keith Pratt(LA) has agreed to serve as at large, so all of the tenure committees can be fully staffed

PSME director position pulled from consent calendar to discuss the nature of the funding

Consent calendar was approved by consensus (voice vote) minus PSME director position.

"PSME grant funded director position (NSF) - The PSME Division received a \$900,000 grant from NSF and will be spending part of the grant money on hiring a PSME Center Director. For the fall quarter, Lori Silverman is taking on this position to have a faculty in place and the PSME Division will be looking for someone to take on this position for the winter and spring quarters. This position will be grant funded for the 2012-2013 school year.

PaRC has placed the PSME Center Director position on the prioritization list and if approved this year, the grant will no longer fund this position. Ultimately, there will only be one person as the PSME Center Director.

The PSME Center does run classes (supplemental instruction) which fall under non-credit so the PSME Center Director will be considered an instructor of non-credit courses. Hence, the minimum qualifications for this position will be less than that of a credit instructor. Because this is a faculty position for non-credit, there were questions regarding how this person would be evaluated since the instructor does not necessarily put out a green sheet or grade papers in the supplementary instruction courses.

There was a request that FA weigh in on the entire topic of grant funded positions, tenure, and syllabus issues, in particular, dealing with non-credit instruction. A motion to approve the position was passed."

President's report: Dolores talked about an editorial that addressed CCSF's problems with accreditation (they are on 'show cause') as being an issue with shared governance. Part of the 'show cause report is a closure plan. CCSF might also be on the verge of bankruptcy according to a state auditor report that was published last month. CCSF staff will work more hours, and CCSF is significantly cutting part-time faculty and removing enrichment classes. CCSF has a large number of faculty (and lower student to faculty ratio) and teaches a significant number of non-credit courses.

Accreditation report Darya Gilani and Elaine Quo - Every division is at 80% SLOs and 82% reflections for certificates. Administrative units are at 100%. Follow up reports are part of the board agenda for this evening.

The board of governors wants by fall of 2014 to have a transfer degree (transfer model curriculum) in all majors they have a native degree. Originally transfer degrees were intended for the top 20 degrees. Nursing will likely have a transfer degree. One faculty asked about tracking data for transfer degrees and how these students are doing. CSU conference on Wednesday said there were very few students coming through with transfer degree currently, and that they were accepted at the college of their choice, and/or accepted into a similar major.

Area B is Friday October 19th from 10-3 in Alameda. There will possibly be resolutions from CCSF regarding 'show cause'. Plenary session for ASCCC is November 8-10 in Irvine.

Summer cabinet report out: IP&B meeting report out on program review and comprehensive review templates. Task force completed its assigned work over the summer and will ask to be disbanded at PaRC on Wednesday.

Program discontinuance - not on for discussion this week, but will be for October 15th. Senators should share this with their constituents. The document is going to PaRC for information on Wednesday, first read on October 17th, and then potentially approval on November 21st.

Accreditation follow up report – the accreditation team will here Wednesday and Thursday, October 24th and 25th.

Committee needs: a faculty to sit on college council meets Tuesday at 9 (not a full hour) and reviews petitions for student overload or readmission.

Due process committee: faculty from FA as well as faculty from the senate. Committee meets as needed. Grievance hearings and disciplinary action pools. Academic integrity issues etc. Part-time faculty can serve on misconduct but not on faculty grievance.

Tech taskforce - talk about technology planning in the conference. Kurt chairs it - local version of the district committee. Lisa Drake will serve.

Program review committee - basic skills and transfer representatives needed

For the good of the order: Outlook Web Application - stay on top of your calendars!

Adjourned at 3:58pm
