

Academic Senate Minutes

November 26, 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), Lisa Drake (BSS) Eta Lin (BSS), Tobias Nava (CNSL), Lety Serna (CNSL), Bruce McLeod (FA), Janis Stephenson (FA), 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: Kathy DePaolo (BHS), Karl Peter (BHS), Scott Lankford (LA)

Agenda approved by consensus

Consent calendar was approved with additions/modifications

Hiring Committees:

- **ESLL: Najwa Jardali, Keith Pratt, Diane Uyeda (added)**
- PSME Center Director – David Marasco, Lori Silverman, Victor Tam
- Math Faculty– Nicole Grey, Debbie Lee, Rick Martinez, Kathy Perino
- BSS Interim Dean – Dolores Davison, Meredith Heiser, Sara Seyedin (removed Konnilyn Feig)

Announcements: Foothill's women's water polo team won third place in the State championship meet. Please congratulate Jeff Bissell for doing a great work coaching his team. Dolores commented about training for a permanent hiring committee and an interim hiring committee.

Approval of the minutes was postponed until the next meeting

Item 1: Judy Miner addressed the senate and reported a better financial picture than was originally thought due to the passing of Prop 30. There will still be personnel cuts but not as deep. The news from Sacramento is still changing, and the exact fate of redevelopment agency money is still ambiguous. The remaining cuts that we need to make in this fiscal year are currently estimated to be \$757,477. We had started the year thinking we had to cut 1.3 million dollars. There is no reduction proposed in the counselor's contracts. With De Anza cutting one counselor we don't believe there will be any cuts of our counselors. There won't be bumping, but perhaps some impact to article 19. In terms of classified staff, we'll do contract reductions rather than position cuts, as it is easier to restore contract (%) versus an entire position (e.g., cut summer months, grants, TEA assignments – will be taken care in other areas). Staff who had lost a portion of a contract would have opportunities to restore them if more money appears. Foothill will be notifying staff in January if they will be impacted. De Anza is finalizing their list too. That is the big news that is hanging over us. We hope to delay staffing cuts until July (versus in April). There was a question raised about staff reductions by April 1st, we don't know yet, will need to 'run the numbers'.

There was a question about the student success taskforce and priority registration. Andrew LaManque is charged at looking at registration priorities that are district wide, not college wide. There was a question

about whether legislation mandated a specific (registration) date, versus having a 'priority registration plan'. Foothill has granted priority registration to athletes, but not sure if De Anza would want to do the same. There was some discussion about course alignment (Bernie Day) to discuss at Aligning Course Offerings Summit to be held on November 29th and 30th. There will be communication to students in 2013 and implementation in fall 2014 regarding student enrollment prioritization. Meredith was asking about expense transfer to other funds. We are trying to take everything we can out of fund 14 that is non-instructional. There is a 'balancing act' around the 50% law, which is district policy, and not college, and must incorporate Central Services expenses.

There was a question about Sal Kahn (Kahn Academy) renting facilities for a 2-week camp in August for middle school and high school students. We like the revenue, the connection, and the publicity of the relationship.

Judy was asked a question about program discontinuance and the definition of 'extreme financial hardship' post Prop 30. To trigger 'extreme financial hardship' there would need to be something totally unexpected (such as 50% reduction in State funding with very little notice). There was discussion of the characteristics of colleges that are 'successful', and some that are not, such as having to touch reserves, and/or borrowing on and on to generate revenue. The feds are asking how a college is going to meet financial stability, as ten colleges were (asked), and for other information (Chancellor's 316 report). There is more scrutiny around finances and concern for rogue Board members. In a recent ACCJC report, 70% of colleges on warning were partially (there) because of actions by their Board, or inaction or Boards not staying on top of things. There are agenda reviews by the FHDA Board, Chancellor and Vice Chancellor that always shows attention on the part of the FHDA Board for expenses.

A senator commented about the Ohlone blessing ceremony and she mentioned that one of her students stated that she was impressed that the President of the College would attend. It was a nice ceremony and a beautiful day!

There were a number of questions related to last week's armed robbery, regarding the inability of most classrooms to lock doors from the inside, and more importantly, to do a full exercise on lock down, and look at process, procedure, and infrastructure. Practice drills make for good execution. There were questions about alarms, public paging, etc. An emergency notification system is very important, and communication and responses need to be put into context that is useful for students and staff. Faculty with ideas and suggestions, should forward them to Judi McAlpin. A number of comments reflected critical information about what students needed to do may have been missing in the first text/phone message released by the campus, but were present in the second message. There are discussions about other details and events, that will be reviewed further, and insights gained from this event will be shared with the broader campus community. Further comments underscored the need to have plans and drills in place to make sure we know what to do, if we have a future event, formal training in locking down the campus, and about the use of personal communication in the classroom (mobile technology) etc.

Item 2: Program Discontinuance Suspension, discontinuance, or remediation. Timelines with flowchart and typical scenarios, etc. were presented. In the timelines you look at program reviews in spring quarter. There were comments that we need to have much clearer understanding about timelines in the council. A number of questions asked about what activities are occurring during remediation, and are courses taught during suspension or not, especially when during discontinuance there is a 'teach out'. Comments and questions asked about having a template, and further questions and comments related to the CTIS (Internet) program discontinuance, where students were concerned about Internet courses going away,

when their pattern of taking courses was every other quarter. There could be a decision about discontinuance decisions, timelines, and programs coming back under guidance restrictions, etc. There was a question about financial hardship and process, and needing to cut perfectly working programs (reference to Modesto College). There isn't a distinction between yellow and red, and is it similar to 'warning, probation, and show cause' in accreditation. A senator commented that in the program review it would be helpful to have more free flowing entry where comments can be captured in the program review template, and how that relates to program viability. There were questions about program comments where other resources are needed, such as students needing better time management. Darya commented that reflections on SLOs should include comments about students not being ready to do good work. The program review committee needs to get formed, and then a schedule of when to meet. Could we have scenarios/ flowcharts for program discontinuance to show us how this would actually work?

The composition of the program review committee will include a member of the Cabinet, academic and classified senate, and ensure that a faculty and staff member is also part of the committee (program discontinuance) and not appointed by administrators. A statement that faculty have primacy in creation of curriculum needs to be added at the end of Program Creation in the document. There was a question about what constitutes a new program? And an academic program is described as Certificates, degrees, (definitions in instructional programs). There were further questions about how the green, yellow, and red are determined. We will be looking at workforce, market data, completion of certificate, and success in courses. There was a comment about the need for a flow chart to understand decision tree outcomes etc. A program cannot be suspended for two years and then brought back. There were further comments about making progress on a remediation plan to make sure that the program is viable. Under suspension you should be developing a remediation plan. There needs to be notification to counselors so they can advise and clarify to the students about the discontinued program. Dolores and Robert will take the comments back to PaRC on December 5th and the committee members will start discussion on the program rubrics and the formation of the program review committee. The draft version will be voted on next week at the PaRC meeting.

Item 3: Prerequisite policies and procedures – Carolyn Holcroft Most of the language in the document is from Title 5. Title 5 language has changed, and administrative procedures are more detailed, and board policy is a little more slimmed down. Please share the document with your constituents and gather feedback.

Item 4: Statewide Academic Senate Fall Plenary report out (Davison, Holcroft, Cormia) at fall plenary there was lengthy discussion about the non-STEM pathways, and ultimately the body voted to send all of the language back to the executive committee and further discussion with disciplines faculty members. There were comments by plenary members that the body (of discipline faculty) has not had enough time to get their read about what this means, and this really needs input from the discipline faculty. A senate faculty commented that there isn't a lot of time (or venue) for faculty at Foothill to be able to discuss the issue. Statewide senate voted to have the discussions come through the discipline groups, including CMC3 which is meeting next week in Monterey. It might not be easy to discuss in large venues, as the disciplines (faculty) should be the ones making decisions. There was a question about what a non-STEM math course might be? A further question asked how much support is there within a department for creating courses like this?

There was a resolution brought forward about City College San Francisco (CCSF), and the importance of supporting cultural diversity in campus makeup. The resolution focused on unique issues at CCSF, and was passed but not unanimously. Common course standards were also discussed at plenary. Dolores

explained that resolutions passed at statewide academic senate get distributed to committees, president, etc, and a letter is written stating what the body has resolved. We have a resolution on the books on weekly contact and relevant interactions between students and faculty, and academically relevant work.

Item 5: Naz was hired to replace Chris in Global Access and will assist in usability/access of online courses. Judy Baker and her team will provide more workshops on online accessibility. Committee reports Academic Integrity did not meet during the previous week. APM – there was discussion of the discontinuance document. Feedback regarding Opening Day was positive overall with the exception of having division meetings on both days. There was a discussion of ideas and comments about the final exam schedule. De Anza wanted to have a new final schedule starting Monday and ending Thursday (no Friday). They propose it should be implemented in Spring 2013. Andrew LaManque is drafting a survey to see what faculty want in the finals schedule. COOL will come to us on our first meeting in January. Asking faculty to make recommendations of keynote speakers that you have heard, not that you know. Also, any graduating student can be a student speaker. In the past, student speakers were recruited through ASFC, however faculty members can suggest possible student speakers. Student invitations to faculty members will continue this year. There will be live music (string quartet) and graduation ceremonies will again be at the library quad. A senator is needed to replace Rich Morasci on the Commencement Committee during spring quarter.

Curriculum –

- New course proposals: Holcroft reminded that if faculty have an idea for a new course, use the new course proposal (can get from CCC rep).
- Repeatability/Family Designations: Discipline faculty successfully hammered out all of the family proposals and their proposals were vetted by the Foothill CCC. Next step will be to vet with De Anza's CCC.
- Equivalent courses. Foothill faculty are working to draft proposed course equivalencies across district. Must keep C-ID in mind – if two courses have same C-ID number, the state views them as equivalent even if faculty do not agree. CID rule (sent from Bernie to math) looks for parity, not 100% uniformity. People on the CID committees make the decisions on whether courses are equivalent to C-ID descriptors. Articulation officers get CID updates every month. Foothill has had difficulty with some of these because of the quarter issue (versus semester). Prerequisites must also match or course won't be considered equivalent to C-ID descriptor.

PaRC - per the educational master plan we will review the mission statement - public comment through February- take up suggestions so that it can be approved by the sub-committee in the spring. Defer professional development through January. Board of Governors did not change the FON number. Repeatability could be an issue, and we are also seeing more and more California students going out of state to four year colleges. Heald College will offer a baccalaureate.

CAC – at Nov. 16th meeting, Kevin McElroy stated that our reductions are now \$6 million vs. \$12 million, but that is dependent on receiving our funding which in turn depends on revenue to the State. Most of the money will be allotted to instruction. He stated that it is imperative to increase student enrollment.

Meeting adjourned at 4:05pm