

## Academic Senate Minutes

April 15, 2013

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), Bruce McLeod (FA), Kate Jordahl (FA), Pam Wilkes (LRC), Don MacNeil (KA), Katy Ripp (KA), Debbie Lee (PSME), David Marasco (PSME), Meredith Heiser (FA Liaison), Craig Gawlick (Classified liaison) Jocelyn Diaz (Student liaison) Kimberlee Messina (Cabinet liaison)

Agenda approved by consensus

Announcements: Welcome to new senators (Phyllis Spragge and Patti Chan replacing Karl Peter from BHS, Isaac Escoto replacing Lety Serna from CNSL, Erica Onugha replacing Scott Lankford and Rich Morasci from LA) followed by introductions of each senator.

Consent Calendar - we have new senators. Mia Casey is collecting names for / committee that Judy Miner is convening on Student Equity and Diversity Planning Committee. Erica Onugha and Scott Lankford are already on it. First meeting is scheduled for May 23 from 2:00-3:30. Committee can be large and representative. Consent calendar was approved.

Approval of the minutes from February 18<sup>th</sup>, with corrections as noted. Approval of the minutes from March 18<sup>th</sup> also with corrections as noted.

Item 1: Presidents report. Not much to present after the last meeting. Spring enrollments are down a bit (2%) but De Anza is up, as a District we are about even. Onizuka is set to open January 2016. Judy Miner also has put her calendar online.

Item 2: Resolutions for Spring Plenary. Elections and voting on resolutions are on Saturday. There is a proposed change in the disciplines list in kinesiology, which might conflict with physical education. There is a resolution for online distance education certification, brought forward by LACCD, concerned about assignments for classes taught online to faculty who may not be adequately prepared or trained. Resolutions come out of executive or statewide, and specific groups as well. Areas (A, B, C etc) may also bring resolutions. Last minute resolutions need to come forward by Thursday (late afternoon/evening). Voting delegates receive the new resolutions packet by Thursday evening. On Friday only emergency resolutions may be brought forward. Amendments can be introduced on Thursday or Friday.

There was a question asked about having faculty "certified" to teach online. Foothill requires a distance education form for online courses, but not separate approval of faculty to teach these courses. The resolution coming forward at Fall Plenary (Resolution 19.07) would be a statewide requirement. A senator asked for clarification about whether students are required to take training before attending an online course. The resolution is coming out of LACCD out of concern that some deans, at some colleges, are hiring faculty who are not 'prepared/trained' to teach online in order to boost student enrollment. This also protects faculty from being assigned a course where they are not prepared to teach (under duress) etc. There was some speculation that a college administrator might also use online assignments

inappropriately . Some colleges have requirements related to learning / demonstrating proficiency in using a particular online course management system (CMS).

There was a comment that some of the resolutions require a timeline for implementation that might be too short to enact (e.g., resolution 1.02 on periodic evaluation of ASCCC, resolution 9.01 on regional coordination of course offerings). Online courses are being 'pushed' by the Governor, which is partly related to some of the resolutions coming forward. There was further discussion and explanation about consulting with geographically/surrounding colleges. There was a question about MOOCs and the motivating factors behind these classes. Dolores commented that while the Governor is a huge proponent of MOOCs, the new Chancellor of the California Community College system is less enthused. Dolores further commented about the statewide distance education working group (taskforce) becoming a full committee. Dolores asked that if there are any other concerns about resolutions, please contact Carolyn Holcroft before Friday. Voting begins very early on Saturday.

Item 3: Elections committee - will have uncontested elections for VP (Isaac Escoto) and Secretary/Treasurer (Robert Cormia). Motion to vote by acclamation for the VP and Secretary was approved. Four candidates are running for P/T senator position(s); they are Donna Frankel (Kinesiology & Athletics), Aaron Greene (BSS), Jamie Orr (PSME), and Katherine Schaefer (BSS). Elections will be held in week six, candidate forum and statements/candidates meeting will occur in week five. Only part-time faculty can vote for this election. All faculty are allowed to vote for the constitutional amendment to change the bylaws to increase the number of part-time representation to TWO senators. The voting for this bylaw change will also occur during week six.

Item 4: District Policy input. The first policy change was to formally state the FHDA address, second was the mission statement (drafts will be brought to PaRC meeting Wednesday), third was board membership, fourth was term of the trustees, terms of certification of election results.

Item 5: Commencement Reception. Academic Senate will give the Commencement Committee \$1000 for the event in order to increase faculty attendance. There will be food and beverages provided before the commencement ceremonies. A resolution to contribute \$1000 was passed unanimously.

Item 6: Theresa Ong: New ADA Academic Accommodation Review Process. Theresa reviewed the process for student accommodations request. If the faculty member and DRC agree on the accommodation request, it ends there. If not, it goes to the division dean, and if that does not resolve the issue, then it goes to the VPI (VP Instruction). If that does not resolve the issue, then it goes to the College President. There was a question about whether 'clinical accommodations' would follow the same model as academic, for instance time with a patient. There can be serious implications regarding safety issues in a clinical/hospital setting. The entire accommodation process should be completed in ten business days, and during that time, the original student accommodation would be in place. A question was asked about how this is different from the process in place now, and the answer was that this both clarifies the process and makes it obvious what is to occur at each step. There was a question about accommodations in online courses, and if knowledge of this process was different for an online course.

Item 7: J1/J2 change. FA approved the recent change in evaluation for supplemental instructors. The purpose of this evaluative change was to ensure that the evaluation process accurately reflected the teaching environment.

Item 8: Committee reports: Academic integrity hasn't met physically yet this quarter, however there is

email correspondence between members. The committee is working on rewriting the Academic Honor Code and there is a current draft. COOL is meeting on Wednesday in the Altos Room at 12:15 p.m. and also on CCC Confer (email Kate Jordahl for details). They are working on an "effective practices" example document. Joe Moreau will present at TTAC on the various issues using social media, and equity, access and success by online students. Curriculum's first meeting is tomorrow (Tuesday) on prerequisites and content review. APM had not discussed credit by exam, as De Anza Senate hadn't brought it up yet. Joe Moreau talked about the new requirements for Onizuka, and that our students now carry (on average) three devices to campus. Board of Trustees met on April 1st and discussed budget, measure C, and change orders on projects. Professional Development Leaves were also approved. Their next meeting is in May, and in June there are two meetings with separate state of the college reports. At the PaRC meeting this week, Pam Wilkes will replace Jay Patyk on OPC. At PaRC there will be a presentation on equity and diversity, institutional standards on accreditation, and a presentation on Perkins funding. Institutions needed to set standards on transfer and other institutional goals. Standards are set in such a way that if institutions do not meet the benchmarks, there could be consequences for accreditation. There was a question about who sets the benchmarks, including completion for degrees, transfer rates, retention and persistence. There can be changes to the benchmarks during the year, and the benchmarks are reported annually. Foothill and De Anza have the highest transfer rates and the highest number of international students. Building & Grounds website has an online map which shows Lot 1 close until December, but only a portion of the lot will be closed in the fall; the entire lot will be closed during the summer quarter.

Academic Council: Bruce McLeod and Kay Thornton have been working on the committee, there needs to be a change as Bruce will be on PDL in 2013-14. Bernie Day has volunteered to serve on the council. There are issues with the committee that need to be sorted out. The committee handles student petitions regarding reinstatement, request for overload number of units, or request to attempt to take a class for the third or fourth time. There were comments about having an academic administrator on the committee for some of the requests and the charge of this committee. They currently meet on Tuesdays at 9:00 and this could be problematic for faculty members.

The professional development committee is meeting now and will report out in two weeks.

For the good of the order: there was a comment about the grades 'rolling late' at the end of winter quarter. Faculty should be getting a survey in the next couple of days about the final exams schedule. There was a short discussion about 'finals creep' and the requirement of faculty to be in the classroom on the final class meeting.

Meeting Adjourned at 3:48pm