

Academic Senate Minutes

June 17, 2013

Meeting Called to Order at 2:00 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), Isaac Escoto (CNSL), Bruce McLeod (FA), Kate Jordahl (FA), Patti Chan (BHS) Erica Onugha (LA) Pam Wilkes (LRC), Don MacNeil (KA), Katy Ripp (KA), Debbie Lee (PSME), Meredith Heiser (FA Liaison), Joseline Diaz (Student liaison)

Agenda approved by consensus

Bob Cormia is currently serving on a hiring committee will arrive at 3:00 pm.

Erin Ortiz (the President of the Classified Staff) thanked the Academic Senate for making this an “awesome year.” She will be replaced by Roberto Sias, for next year. Maureen Chenoweth is the President of Statewide Staff; she was recently co-chair at the statewide conference in Sacramento. One of their goals for this year was to bridge the gap between the two colleges and the District. 220 people recently attended a get-together meeting. Erin is also the advisor to all clubs, works with club advisors, governance advisor, coordinates Heritage Month activities. She also reminded us that College Hour is on Wednesdays from 12-1, so faculty should not have their classes scheduled at this time.

Erica Onugha passed out a “One Book, One College” flyer. The selected book is “The Immortal Life of Henrietta Lacks” by Rebecca Skloot. Erica suggested that we add this book to our reading list for the summer. The book crosses over several disciplines such as Language Arts, biology, bioethics, and legal history.

Pam Wilkes reported that we will license TurnItIn starting in the fall quarter. She received mostly positive feedback from faculty members. We will give it a try for one year and we need to show evidence of college usage. It will cost \$25,000 or less (lowest is \$19,000). Pam will be person to give accounts after July 1. There will be some trainings starting in the fall quarter, and they hope that there will be collaboration between those who are familiar with the program and those who are not. Pam will try to send something out with self-paced training provided by the “Turnitin” website.

Dolores reported that Meredith was unable to attend today’s meeting due to an emergency hiring committee meeting at De Anza College. Dolores relayed that Meredith wanted to thank the faculty members who helped with the FA contract ratification elections last week.

Approval of minutes: Approval of minutes – there were some small typos from the June 13th meeting, and they will be corrected.

Consent calendar:

IP & B – Bruce McLeod (FA), Cara Miyasaki (BHS)

Tenure Review –

Allison Herman (LA) – Scott Lankford, Kella Svetich

Sam White (LA) – Brian Lewis, Natalia Menendez

Transfer Workgroup – Debra Lew (CNSL)

Dolores stated that tenure review committees can be approved in beginning of fall quarter. If would like to serve on a TRC, then you need the training. If you have not had training in the past 3 years, then you should attend training even though there have been no substantial changes to the TRC manual.

Kimberlee mentioned that faculty evaluators should try not to put “not observed” in the evaluations (e.g., SLOs, departmental duties). Tenure review committee members are not only observing the non-tenured faculty member in the classroom environment, but also the committee member should try to “get to know” the faculty member outside of the classroom. This needs to be added to the training in regards to the at-large representatives.

Debbie Lee reported that PSME supplemental instructor – Eric Reed will start in September 2013.

Action items:

Faculty handbook:

Dolores and Pat met with new faculty and they had some great feedback. The handbook will be reorganized and headings will be alphabetized in the table of contents and index. They will continue to work on it during the summer. Dolores also stated that there will be a two-day new faculty orientation – all day event. There have been some feedback in regards to missing the Asilomar retreats. Judy will try to bring something like that back (e.g., secure private room in downtown Los Altos). A senator asked if this event was for part-time faculty. Dolores clarified and stated that it was for tenure-track faculty. There is also part-time faculty orientation during the fall quarter. Dolores noted that FA is well-represented at this orientation, however the Academic Senate has not played as large of a role. She will push for more Academic Senate representation during the part-time faculty orientation. A senator mentioned that it is difficult for part-time faculty who are hired mid-year because they miss out on the orientation. Dolores stated that there is orientation for PT faculty every quarter. Senator asked how this information is disseminated to part-time faculty? There are differences between divisions in part-time faculty orientations and some divisions also have their own part-time orientation packets. Dolores asked for approval from the senate to keep moving forward with the faculty handbook.

Academic Integrity (AI) document:

This is a second read of the document. Senators applauded the committee's efforts in drafting this document and reaching out to the various constituent groups. Dolores suggested postponing the resolution until the first meeting in fall quarter. Moved by Lee/seconded by Spragge.

Summer Cabinet Stipend:

A senator noted that the \$3,000 stipend was not listed on the Treasurer's Report. Moved by Marasco/seconded by McNeil. Dolores later addressed the non-listing of the stipend in the report. She stated that the stipend comes out of B budget (not out of the dues). A few senators noted that the numbers in Treasurer's Report "did not add up." The document will be revised and updated.

Dolores reported that several senators (Marasco, McNeil, Drake, Escoto, McLeod, Shaefer) are available during the summer.

Budget report:

Governor's budget passed. Statewide Academic Senate dues will go up (7%), The FON has not dropped so we will probably need to hire new faculty for 2014-15; to be determined. Please see if Kate or Dolores if you have more to say here.

SLO update:

Kimberlee made an announcement about SLO divisional coordinators. Last year was the first year that we "piloted" having divisional SLO coordinators. In the previous years, Carolyn and Gillian served as the two SLO college-wide faculty coordinators. When their terms were done, the office of Instruction put out call for new coordinators. There were zero applicants. Then they proposed to PaRC to idea of having a different structure, which was having divisional SLO coordinators who would receive a stipend. The approval from PaRC occurred mid-year and job descriptions for these new positions were sent out. Only 3 out of 8 SLO coordinators (Katherine Schaefer, Barbara Shewfelt, and John Dubois) applied. Since their terms are ending, the Instruction Office will send out another announcement for next year. Kimberlee wanted to give us a "heads-up" for these upcoming announcements. She clarified that the role of the SLO divisional coordinator is "not to be a police officer." We are entering into a new phase with accreditation and we believe that we are at proficiency. The next phase will be continuous improvement. The SLO coordinator is not an expert, but rather a resource to help us with assessment questions, integrate results to curriculum and teaching, brainstorm, and brings questions to curriculum meetings and Instruction Office. These coordinators are required to attend divisional curriculum committee, but not the college curriculum meetings. Compensation is \$1,000 a quarter for two years, and the position is open to both part-time and full-time faculty. Senator asked a question in regards to concern of only 3 out of 8 positions filled last year, but what if there are still vacancies this year. Kimberlee responded that this current structure may have to be reassessed. There was some discussion about not receiving email reminders about SLOs in the past few quarters. Kimberlee stated that there are usually email reminders every

quarter from the Instruction Office, but there has been a transition period after Darya left and Craig is still “learning the ropes.” These email reminders do not come from the divisional SLO coordinator.

APM (Academic & Professional Matters):

The committee met last Friday. They talked about the Opening Day speaker. There was discussion about the Board policies in regards to the grade change debate from 2011 (i.e., working it out with De Anza about the statute of limitation – Foothill wanted 1 year – Foothill, De Anza wanted 7 years, decided on 2 years). Board wants us to reevaluate this grade change policy and it will be brought in the fall quarter. The Honors program was last revised in 1971. Carolyn is spearheading its revision. We will see it sometime in the fall quarter. There was some discussion about limiting enrollment in Honors classes, but the Board policy would need to explicitly state it. Currently there is a GPA requirement to be in the Honors program. We are technically out of compliance because we have nothing stated in the Board policy. A senator brought up a question in regards to a honors calculus class. How do you designate a class as being an Honors class? If you have questions, then please talk to Bernie.

Academic Integrity Committee:

They brought the Academic Integrity document for a second read. They have visited all of the various constituent groups. They have support from the ASFC and classified staff. In the fall quarter, they hope to develop some professional development activities, work more closely with students, and distribute the document to the entire campus community. Pat Hyland was able to purchase an “Academic Integrity Assessment Guide” by Clemson. This document will serve as a guide to help the committee members with data collection and suggestions for ways to best spend our funds.

Commencement Committee:

Bruce announced to pick up your regalia at the Foothill Bookstore. There will be a faculty gathering with food before the commencement ceremony. It is from 4:30 – 5:15 in the Toyon Room. Pat Hyland will be throwing a post-commencement party at 1st and Main in downtown Los Altos after the ceremony.

COOL:

They are continuing to work on the “effective practices examples.” It is not an official document. They are discussing equity in the online environment. Kate stated that this is not an online problem, but a larger problem in regards to equity. They also reviewed all that they have accomplished this year.

Curriculum:

The last meeting is tomorrow. The agenda items are to work from the planning document (priority list) and to update the planning document and goals for next year. If there are any issues/concerns about curriculum, then please let your representative know. They are “tying up loose ends” (e.g., approved prerequisites forms, contract review forms are completed, transfer degree progress, worksheet of approved TMC and TMCs that are in-progress, communication is much better between rep and divisions, give rep a phone call in regards to AA-T, AS-T if we already provide a local degree). There was some discussion in regards to the process for new prerequisites and Carolyn stated that there is always content

review – Title V compliance review for current courses. Some senators voiced their opinion about how the TMC and CID descriptors were revised after the curriculum deadline. Unfortunately it did not just us at Foothill, but other colleges were affected too.

Equity and Diversity Committee:

The committee will be meeting this Friday (June 21) from 9-10 in the President's Conference Room.

Liaison Report:

Dolores reported on the final exam schedule survey data. 60% faculty wanted to explore having a 5-day final week schedule. Finals have to be spread over the 5 days. Karen Chow and Dolores will work on it during the summer. There are some concerns regarding De Anza's class time schedules. Dolores did double-check with FA and we cannot have separate schedules between the two colleges. A senator noted problems with Monday labs in BioHealth. There were some discussion about moving labs to Fridays (e.g., in math department) or scheduling make-up lab sessions. A senator stated that the physics faculty are not that concerned with lab time, but chemistry faculty are more concerned with it. Dolores noted that the previous Saturday before finals could be a common final for math and/or English classes (e.g., Math 1A, English 1A).

PaRC:

OPC members gave a budget update and talked about the rubrics. There will be no classified hires and no additional reassigned times. Judy is being very conservative. There will be a budget town hall meeting on June 20 at noon in room 5001. Kevin and Bernata will talk about the budget and how we will be moving forward. There will be four faculty positions for next year and 15 positions were prioritized. There are six known faculty retirements. We may have to hire more faculty in order to fulfill the FON requirement.

Good of the Order:

Kate announced that she, Keith, Erica, and Scott were all fellows at the Stanford Human Rights Institute. Kate presented and she said that it was a great experience. She learned about slavery and human trafficking in the SF bay area. They are looking for fellows for the following year.

Dolores will send out directions for the Senate Retreat at Bruce's house.

Carolyn was thanked for serving as the Vice-President and College Curriculum Chairperson. Today was her last meeting as a senator. Dolores read the resolution thanking Carolyn for her service.

Meeting was adjourned at 4 p.m.