

Academic Senate Minutes

January 14, 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), David Marasco (PSME), Karl Peter (BHS), Lisa Drake (BSS), Eta Lin (BSS), Tobias Nava (CNSL), Bruce McLeod (FA), Janis Stephenson (FA), Scott Lankford (LA), Pam Wilkes (LRC), Don MacNeil (KA), Katy Ripp (KA), Debbie Lee (PSME), Liaison), Meredith Heiser (FA Liaison)

Members Absent: Richard Morasci (LA), Lety Serna (CNSL), Kimberlee Messina

Agenda approved by consensus

Announcements - welcome back Kate Jordahl! BioHealth - Bioscience - Kathy De Paolo will not serve for the rest of the year. Kurt Hueg is the interim BSS dean - Kimberly Messina will be taking Kurt's place as administrative liaison. Erin Clifford Ortiz is serving as classified senate liaison for today's meeting and will either attend the remaining meetings or appoint a new liaison, as Darya Gilani has left the college to take a job at Stanford's Graduate Business School. Jocelyn Diaz is Foothill student body president (ASFC) replacing John Lazzarnia. No cabinet liaison today, there is a cabinet retreat.

Monday March 4th is this year's March in March in Sacramento. Please consider having your students attend, and if they choose to attend, please excuse them if possible.

COOL is meeting Wednesday at College hour at noon, and you can also attend virtually. There are photographs at the KCI January 23rd from Kate Jordahl's PDL project on international photography. Erin announced that club day is meeting also on January 23rd during college hour.

Consent calendar - two hiring committees (Supplemental instruction and Learning Center Director): Supplemental learning instruction position will be in the LRC. Elections committee was approved.

Approval of the minutes from November 5th and November 26th by consensus

Item 1: President's Report: Most recent board meeting was the first Monday of winter quarter; Budget issue was still the top topic. There is hope that we won't have to make classified cuts until end of June. De Anza will make cuts in their counseling staff. Not doing the classified hire and two retirements at Foothill allow us to (probably) absorb multiple counselors from De Anza. HRAC - Konnilyn is teaching online (but not in person) this quarter. HRAC is a 'needs only' committee. District budget meets about every three weeks. Lisa Drake volunteered to serve. PDL committee needs a faculty representative to read sabbatical reports. The committee meets every other Thursday from 2-4 p.m. at alternating campuses.

Dolores discussed the priorities of the College (from president's report out). Foothill is hoping to shorten some contracts so that people (positions) can remain, and that we will not see any March 15th letters for faculty. There are two Foothill Counselors who have FSAs with adaptive learning, so hopefully we won't be losing full-time counselors.

Item 2: Teresa Ong will send out testing center information and 'needs for accommodation'. She demonstrated the W13 online student accommodation request form. Students must meet with the instructor before accommodations can be granted. You can make and save changes in the request process before final submission of the form. The process is designed to increase contact between the student and the faculty member. There will be reminder emails (down the road) for the student so that they remember there is an exam coming up.

There were also questions about also getting a 'paper message' reminder notifying the faculty that a student will (again) be needing an accommodation. There is an 'opt-in' text messaging service planned. Some students will have 'smart pens' for recording lectures on tablets. Issue of use and misuse of social media will be on the APM agenda for next week.

Item 3: Prerequisites => Title V language now has a more formal policy document on prerequisites, AP6061. There is a legal organization within CCLC that evaluates Title V and makes recommendations. This is a discussion item; it will come back for action in two weeks. APM will forward it to CAC, and then passes it forward to the board ~March 4th. This is on the agenda for tomorrow's curriculum meeting, faculty are likely to hear more about it from their division reps. The document being circulated is fairly lean compared to the larger Title V document; it is intended to be a resource document, and is not open to negotiation (compliance to Title V). This revision is breaking out the policy from the procedure. Prerequisites have been challenged as keeping certain socioeconomic students out of classes.

Item 4: Professional development resolution Carolyn Holcroft brought this to the Senate retreat in June. Professional development is part of the 10 plus 1 areas but has fallen off the radar a bit. Now it is in the context of the Student Success Taskforce. There is supposed to be a professional development master plan at the College, and the VP of instruction is the chair of the professional development committee according to the governance handbook. There was discussion about where to start, and it was pointed out that there is not a filled professional development committee. There has been a PD committee that has met in the last few years, but faculty haven't really attended it. Meredith offered to meet on this committee, and that it should be offered at regular times. Judy Baker has offered to facilitate some activities for us. From the governance handbook there is a faculty and staff professional development committee, and there was further discussion about faculty attending this committee. There is \$25M (statewide) that should go to colleges (FHDA typically receives about 3% of statewide monies). The funds are for real programs to be on the campus. Faculty come and report on their PDLs, and conduct surveys to see what other colleges are doing in the area of professional development. Meredith underscored the importance of getting something going. Scott pointed out that we have activities on campus; they just aren't organized through one central point.

There were comments that there are a number of activities on campus that are going on that don't look like professional development, but are in fact development of faculty. Comments that the steps that are laid out in Judy Baker's email that we should reexamine and support. Should we endorse Judy's list and make that a roadmap? Scott Lankford moved that we endorse Judy Baker's email and move forward to get going on the committee and get going on the steps that we came up with last spring. We would set up the professional development committee with Meredith and (chair) and Judy Baker as administrator. We will approve the email and use that as a base for a more formal resolution. Carolyn will provide that at the next meeting for formal approval, as this is a revision of an existing resolution. Scott then withdrew the request for approval of Judy Baker's email.

Item 5: Enrollment priorities. The period of comment has closed. We now have an opportunity and responsibility to change the enrollment priority from *large numbers of units* always having first priority, congruent with the Student Success guidelines. Faculty can't decide on enrollment priorities, but should weigh in on their thoughts. There is a student success brown bag coming up where this could be discussed. The process should be more transparent and something that could be more easily explained to students. There was a suggestion to go back to a more simplified system rather than the complex multi leveled and tangled system that we have right now. There was a statement about the need for student athletes to have priority registration to stay eligible in the college and for transfer. Legally mandated priorities include veterans and foster youth, followed by disabled students and EOPS. Subsequent to that are students based on units (100 semester or 150 quarter unit cap). There was a comment that it would be interesting to see the breakdown (number) of students in each category. There is a District board policy and Colleges are defining their own priorities. There were additional comments about Allied Health students hitting the high unit counts and not being able to continue their programs (if they cannot get into a required class for their studies). A senator also commented on the importance of athletes continuing to receive priority registration. There were additional comments that the class schedule should be looked at to see what is filling before we decide about changes to suggest for the priority registration. There was a resolution at the Statewide Academic Senate level to better define priority registration. Hard to have a rational discussion about this without having data. Comments about what we are offering in class sections time and space that are equally as important as priority registration. We hear stories about students and their challenges getting into courses. If 30% of students have baccalaureate degrees already, they might not give us accurate information that would prevent them from enrolling earlier. Senators will bring this back to division constituents and make sure they are aware about next Wednesday's brown bag meeting in the Hearthside Lounge.

Item 6 - Carolyn has submitted her resignation for VP position. The Academic Senate VP is also curriculum chair, and the role of curriculum is now almost 100% of the AS VP's job and responsibilities. Dolores will ask for an additional 0.3 release if we split VP and curriculum chair, as there would be some load for both. We receive 1.0 total release for Senate officers contractually, and have received an additional 0.5 from the president, which was reduced to 0.35 this past year in an attempt to help the college. The AS VP and curriculum chair receives 0.5 for both positions. After the election the officers will discuss how much release time they would like (desire) to have. Curriculum chair prior to 2004 was a member of senate but didn't regularly attend. We are looking for candidates for all three positions VP, Secretary/Treasurer, and part time representative), and perhaps splitting out some duties. There was discussion about recency requirements, usually requiring senate service in the previous five years, and the importance of the VP candidate having some curriculum experience. We are starting the election process very early in the year (quarter) as these are difficult positions to fill (VP/curriculum). We will have online balloting for the election as we have in the past.

Item 7 - Work groups will report out at the next meeting. At the January 28th meeting there will be a long discussion about the shooting in Newtown Ct. Other committees have not met yet. There was a quick announcement that Portal passwords will require annual changes, and we will soon have online leave reporting (payment of substitutes). PE is moving to online LEAP reporting.

In February the Workforce Committee will be discussing Perkins grants.

Meeting was adjourned at 4:04 pm