

Academic Senate Minutes
October 28, 2013
Called to order at 2:00 p.m.

Members present: Dolores Davison (President), Isaac Escoto (Vice-President/CCC Chair), Robert Cormia (Secretary/Treasurer), Katherine Schaefer (Adjunct Faculty), Jamie Orr (Adjunct Faculty), Roseann Berg (BHS), Lisa Drake (BSS), Eta Lin (BSS), Tobias Nava (CNSL), Janis Stevenson (FA), Don MacNeil (KA), Scott Lankford (LA), Richard Morasci (LA), Mary Thomas (LRC), Debbie Lee (PSME), David Marasco (PSME), Meredith Heiser (FA Liaison), Lauren Watson (Student liaison), Craig Gawlick (Classified Liaison), Kimberlee Messina (Admin.)

Members Absent: Carolyn Holcroft (BHS), Kate Jordahl (FA), Katy Ripp (KA)

Agenda approved by consensus. Approval of the minutes from September 30th and October 14th (with amendments) Consent calendar added faculty for hiring/tenure committees (my notes are on campus).

- 1) Computer science – 3 faculty – Michael Loceff, LaDawn Meade, Mike Murphy
- 2) ESL – Keith Pratt and Diane Uyeda
- 3) Teaching and Learning Center coordinator – Rachel Mudge, Bill Ziegenhorn, Rich Morasci
- 4) Chemistry – Londa Larson, Richard Daley, Kathy Armstrong

Item 1: President's report –

- 1) Whittier College follow up: the proposal for an honors course is “dead in the water”. However, it was decided to reach out to Whittier and have a transfer articulation agreement. American Honors program is not going to occur.
- 2) Hiring update: seven positions in addition to two emergency positions in addition to three one-year positions. Not sure if coaches are being replaced. Recount of positions, the second counseling position not approved due to position filled by Shirley Treanor.
- 3) Dolores talked about the Area B meeting. Lengthy discussion about accreditation and CCSF, and resolutions dealing with CCSF. Dolores will be on the resolutions committee. Plenary session will start a week from Thursday.
- 4) Liaison meeting last Friday. 17 items grade change moved back to two years. We are going to go forward and try to have a five day finals week. The finals schedule as proposed by De Anza is unworkable. Monday of the final week will probably become a finals day. We need to look at block and off block courses. There was a question: “what if we got rid of Monday as instruction day and used the prior Saturday as a common final?” FA might not (would not) approve a Saturday final, and what would students think about having a final on Saturday? There were other discussions about a student grievance at De Anza, and questions about processes and procedures, and additionally looking at student processes District wide.
- 5) As an aside, at the officers meeting we discussed that Senate processes and procedures be separate documents. Dividing processes and procedures don't require a full faculty vote. In the past, bylaws changes have prior required a full vote, but not every bylaw is all that significant.

Item 2: Teresa Ong from DRC (Disability Resource Center) introduced a new staff member at DRC (Accommodations Coordinator) who is a first filter for working with students She handed out a DRC fact

sheet highlighting the recently settled lawsuit against UC Berkeley regarding students with print disabilities – who were not receiving their course materials in a timely manner. Students can request alternate media in a course. The suit brought forward that students should expect textbooks in 10 business days, or readers in 17 business days. It isn't binding for CCs, but a good idea for community colleges is to start moving towards that now since the Office of Civil Rights states that this is the standard. At Foothill College, students can request an alternate media format. We are required to provide the book in an alternative format or we produce it. Please adopt textbooks prior to registration, and get information up on the Web. Get textbooks adopted by priority registration date. If a book is available on a database (for DRC) it is easier to produce (as other colleges have done it). Book is chopped and then look to see that images are tagged, etc. Bookshare®, Learning Ally, CourseSmart®, Pearson, Access to Print, etc E-books aren't (necessarily) accessible. There can be significant amounts of work to make a book 'accessible. Instructors may not have the correct information. Conversation then turned to the testing center, and problems that faculty have encountered. Concerns were expressed about a recent testing experience where a student arrived late and the exam was still given to the student. Teresa has already talked to the interim team about the importance of cross-checking exam times. A senator noted that the about interim team at the testing center, and the staff at DRC have been very accommodating and helpful to students. There is an ASFC veteran's food drive going on. On November 16, there is a veterans spaghetti feed fundraiser at the American Legion in Los Altos. The FACCC Veteran's summit is December 5th and 6th in Southern California. The focus of the summit will be student services and helping instructional faculty understand the challenges that veterans face on their campuses. Conversation then moved to discussion of support services for Veterans on campus that may become anxious or upset during certain topics in various classes. Foothill has been designated as a veteran friendly campus. A senator announced that Stanford University and Freedom Pause are hosting a dinner and speakers to celebrate our veterans. This event is at 5:00 on November 11.

Item 3: Plenary session and resolutions. Dolores discussed Statewide Academic Senate and the two plenary sessions; fall meets in the south, spring meets in the north. Individual College Senates take positions and bring resolutions forward; resolutions go to area meetings and then to the resolutions committee. There are a number of last minute resolutions; Dolores explained voting with Isaac Escoto as our Senate representative. The first resolution stated that accreditation is important and especially valuable when done well. Other resolutions were sterner towards ACCJC. Four on accreditation with minor edits. There was discussion about colleges not following 'recommendations' being issues that ACCJC will hold the college accountable (for accreditation). With the new standards, the expectations required during the accreditation process will become clearer to colleges. ASCCC is not an enforcement body; it works collegially with ACCJC. Multiple identities and diversity (student ethnicity) resolution will be straightforward. The online course initiative (to be announced today) requests to get basic information, about this developing project early. Whoever receives the grant for the California Online Initiative needs to work closely with the Academic Senates of those colleges. There is a resolution to receive FON data earlier. Repeatability is coming back up in resolution form, although it is unlikely that much can be done there. There is much support for the resolution to hire faculty counselors and not para-professionals. There is also a resolution endorsing the CSU LEAP plan for GE outcomes. Multiple measures, including common assessment, have a common assessment used all over the State. In conjunction with e-transcripts would work to benefit of students. Some short discussion about placement exams, and some more about load (established in 1977). An assessment is not enough to accurately place students; there is a great deal of disparities across colleges. There will be breakouts on accreditation. Dolores, Isaac, and Robert will report out at the November 18th meeting. Meredith Heiser will report out about an SF lawsuit against ACCJC.

Item 4: Program review updates, Kimberley and Craig. SLO coordinator training is on November 6 at 3:30-4:30 in the President's Conference Room. Kimberley talked about the Program Review website. IP&B was given the charge to overview the PRC documents (annual, comprehensive, etc) and make recommendations to make the process smoother. Some new items had to be integrated, including institutional standards. They removed the redundancies, made the annual document shorter, included more direct linkage between learning processes and requests, infused "equity" throughout the documents, redid text boxes to include Institutional Standards in certain areas (e.g., course completion rates, retention rates), and added an instruction sheet on how to write these documents. There was discussion about accreditation standards such as the 55% minimum completion rate. IP&B and PRC attempted to make annual templates similar to each other in student services and instruction, while eliminating redundancy and ensuring that the template is considerably shorter than the comprehensive. Some colleges have been put on warning by ACCJC for doing a poor job of integrated planning and budget. The program review documents are due on December 9th. There was a question about success rates and reflection about why a program would be higher or lower, and how that might trigger a remediation plan if lower (as a college). PRC will supply a rubric for faculty to help complete the documents. There were questions about action plan (which is SLOs) versus program goals and action plans for program goals (reflection on goals). Trends reflect on what has been observed over a number of years. Comments on student success are important. The achievement gap is another area for comments. Kimberlee talked about the difference between goals and resource requests. Goals are related to student success. There was a question about how the equity mission standard is woven into program review, and discussion about equity and student success. Kimberley suggested there might be a mechanism to have drop-in sessions for completing these documents; she will talk to the Professional Development Committee about scheduling these trainings. Adding 'mission lenses' gives us analytic perspective for evaluating and speaking about student data. Kimberlee and Craig also offered their help in getting faculty data in TracDat®. Kimberlee commented that she reads all the program reviews and send comments and feedback back to division deans.

Item 5: Committee reports:

- 1) Academic Integrity – they met last Wednesday. They are writing up a proposal for an Academic Integrity Conference. They also discussed pre and post measures after implementation of the new Academic Honor Code policy as well as other ways to collect data from faculty and students.
- 2) Commencement met and will likely dump the keynote speaker, and keep faculty and student speakers.
- 3) COOL did not have a meeting; Kate calls the meeting and she is currently serving on jury duty.
- 4) Curriculum, four transfer degrees are going to the board. There's a new curriculum website. <http://www.foothill.edu/staff/curriculum>.
- 5) Professional Development Committee. The PD workshop held on October 18 was quite successful.
- 6) There was a tech conference last Thursday and Friday, which was free and sponsored by Innovation Educators. There were great presentations by faculty, staff, and administrators. Many people attended.
- 7) A PEER workshop was held on Friday, including attendance by Foothill College student energy champions.
- 8) Program Review Meeting met to discuss rubrics and processes for this year.
- 9) PaRC met and approved program review templates. There was an update on the Foothill Education Center. They have started construction and the classrooms are designed to be flexible. We currently know that programs such as GIS, Child Development, EMT, Farm Tech, as well as

the Dean of Onizuka will be at the new center. In addition, there will be permanent student services, library resources, a café, and outside seating areas for fundraising events. The occupy date will be spring 2016; full occupancy in June 2016. It is estimated that Mission College might represent ten percent of the activity at the Center. However most of the classes will be from Foothill. We would combine programs at the Center that make sense. There might some combined programs with disciplines such as fire safety and EMT. There was also a presentation at PaRC about the adult learners initiative. 44% of our students are 25 years old or older. Denise Swett and Antoinette Chavez are leading the way to make it easier for our adult learners. Student government has started a food bank, open 10-12 Tuesdays, Thursdays, and Fridays in room 2011. They will collect food for the entire fall quarter.

Adjourned at 4:00 p.m.