

## Academic Senate Minutes

30 September 2013

Meeting 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), Isaac Escoto (CNSL), Janis Stevenson (FA), Kate Jordahl (FA), Don MacNeil (KA), Scott Lankford (LA), Mary Thomas (LRC), Debbie Lee (PSME), David Marasco (PSME), Meredith Heiser (FA Liaison), Adiel Velasquez (Student liaison), Craig Gawlick (Classified Liaison)

Absent: Carolyn Holcroft (BHS), Kimberlee Messina, Richard Morasci (LA), Katy Ripp (KA)

Guests: Judy Miner, Lauren Wilson (ASFC secretary)

The agenda was approved by consensus, with changes (Jay Patyk serving as at-large TRC)

Introductions: Introductions were made by senators. Davison acknowledged that this is her final year as Academic Senate president. Isaac Escoto begins his first meeting as Academic Senate Vice President and chair of the college curriculum committee (CCC).

### Announcements

Judy Miner announced an award from the Silicon Valley Journal for best academic structure awarded to Foothill College on Thursday Sept 26, 2013. Judy acknowledged the role of faculty in working together to design the building.

Pat Hyland thanked the faculty for distributing and talking about the newly revamped academic integrity brochure. Dolores Davison mentioned the faculty handbook is now online.

### Approval of minutes from 17 June 2013: Approved

Meredith Heiser announced an FA vote to approve the 2.07% COLA Heiser announced a LOAD taskforce. There was a question about (definition of) load that was clarified. There was also a question about release time, and more discussion about applications of release time. Heiser also asked for volunteers to staff the ratification table the week of 7 October.

Katherine Schaefer announced the Part Time Faculty Google group that serves two purposes. First, dissemination of Academic Senate news and second, an avenue for P/T faculty to communicate their issues and concerns.

Orientation: Davison, Cormia, and Escoto presented the Senate overview Power Point, briefly discussing the legislative foundation for the Senate. Academic Senate stands as the primary body representing areas of academic and professional matters for the faculty, and areas of primacy within the 'Ten + One' areas are designated by FHDA Board Policy 2223. Curriculum is always the first area of responsibility. There are some areas that are 'primarily rely' (for example, professional development), while other areas are

'mutually agree'. Dolores commented on #11: other academic and professional issues.

There was a question about enrollment management, how we are trying to reach cap, and scheduling being the right of the dean. There was a suggestion that an enrollment management committee might be a good idea. Sometimes deans have so much to do it isn't fair (or the best idea) to have the dean responsible for every element of enrollment management. There was a comment that in the past years we have always been focused on budget, and now we have time to discuss other things. A comment that faculty have a lot of knowledge about classes that deans could benefit from when scheduling. Another faculty mentioned that as dean he was trying to collaborate with faculty on scheduling, but that it didn't work too well. There were also comments that the Student Success Taskforce may call for sacrifice in enrollment management and scheduling (ie, that faculty may not be able to teach precisely what they want when they want). It was also acknowledged that scheduling is a VERY big job.

Davison stated that resolutions are the primary means to make change. The Academic Senate has the authority to address the board of trustees at board meetings. Davison mentioned staffing of meetings, and that not all meetings are Brown Act meetings, e.g., APM. Senate leaders also meet with FA on a regular basis to discuss areas of mutual concern or interest. The Academic Senate isn't an enforcement body; we also don't have the power to overrule board decisions. Davison also mentioned that we are fortunate to have a very good board of trustees, one which was commended during our accreditation site visit, and that because of this, we had not had conflicts with the board trying to overstep its boundaries.

The Faculty Association (FA) consults with the senate in certain areas. There are a number of liaison meetings between Senate and FA. Davison stated that the FA union is both competent and reasoned in deliberations with the faculty. The FA and the Senate clearly understand their roles and responsibilities and the delineation between the two groups. All members of the faculty are members of the Academic Senate. All 'divisions' can appoint two senators, although all faculty are welcome to attend the Senate meetings. Senators' responsibilities include coming to meetings, reporting out to their divisions, and actively soliciting discussion and feedback. Senators represent their division and not themselves, and should try to bring divisional concerns or interests to the Senate. Senate staffed committees should formally 'report out' to Senate.

#### Senate Procedures

- The FH Academic Senate adheres to flexible Robert's rules of order. Agenda items should be sent to the president one week in advance, and agendas are posted 72 hours in advance consistent with the Brown Act. For Voting by Proxy please send a note (email is best) to the Secretary-Treasurer and copy the President.
- Consent calendar – Consent calendar items include committee membership and other items deemed to not require discussion. Any senator can remove an item from the consent calendar for discussion (we cannot discuss an item that is on the consent calendar).
- Committees should include the President and other officers, so please copy them in your notes. We need to do a committees list. Dolores asked that committee chairs please send a member list to secretary treasurer to post on the Senate website.

#### Committees

- Curriculum committee (Isaac Escoto) is the most important Senate committee, with two representatives from each division, but only one vote per division. Curriculum committee is looking at division curriculum committee structure, providing in-depth training on stand-alone

classes, and developing a process for validating prerequisites already in place. ADTs (Associate Degree for Transfer) are also a key focus this year. ADT replaces formerly known acronyms AAT and AST, with four approved at Foothill. Wherever there is an AA/AS native degree, there needs to be an ADT degree as well (if one has been approved by the Chancellor's Office). Dolores noted that California State University (CSU) enrollment is up over 5,000 student transfers, but some CSUs are not recognizing ADTs. Higher enrollment may be linked to success of the ADTs. There was a short discussion on where students with ADTs transfer to, and about student interest in transfer choices to CSUs vs. UCs. Bernie Day is working to understand the interest in UCs to the exclusion of CSUs.

- There was a brief discussion of other committees including PaRC and OPC (Operations & Planning Committee) The great work of the Academic Integrity (AI) committee was acknowledged, as was the Program Review Committee (PRC), which worked to streamline the comprehensive and annual review templates, with a slightly more relaxed calendar this year.

#### Goals

- Senate goals for this year were discussed, including professional development, student equity, equivalency, and succession planning. Davison mentioned "Empowering Local Senates" as a key paper describing the activities of successful academic senates.
- There was a question about having full-time faculty (non-tenure track) and the importance of getting evaluations for full-time (non permanent) faculty. There are two positions that are filling 'one year temporary, and do require getting feedback on a regular/quarterly basis.

The orientation PowerPoint will be posted on the Senate website.

#### Senate Budget/Scholarships

Robert Cormia presented the Senate budget and discussed the expenses that include travel, which has been partially funded by Statewide Academic Senate for our two officers. Our balance will decline between \$2,000 and \$3,000 a year based on the \$5 dues and projected expenses. Should President Miner not continue funding the Statewide Academic Senate Dues, ~\$3,500, our balance would decline even faster. We are able to fund scholarships, and there was a suggestion that we could also fund some faculty development projects. On the topic of scholarships, we'll ask Robin Latta-Lyssencko at FHDA Foundation how many students apply for scholarships, and is there a preference for three \$1,000 scholarships or six \$500 scholarships. The ASFC president was asked about those amounts, and he stated that students prefer more scholarships with smaller amounts. Academic Senate has previously funded \$3,000 in student scholarships each year, three at \$1,000 each, and we will vote on October 14th for a second read and action on this item. There was also a question about letters of recommendation being readable by students; Cormia agreed to email the Foundation to ask about this issue.

#### Summer Report

- Meetings attended by the two Senate cabinet members over summer included IP&B and board meetings. Activities in IP & B included refining the Program Review documents, templates and filling in content. There were four board meetings, including the Board Study Session in August.
- Davison talked about two-day new faculty hire session, and new faculty training/orientation jointly conducted by the Dean of Student Affairs (Pat Hyland) and Davison; these new faculty orientation meetings will continue through the academic year on Mondays at lunch.
- Equivalency discussions have begun, as there is no district-wide policy for understanding equivalency, and problems that can arise because of this.
- The new faculty handbook was completed over the summer and is now available online.

- Davison and Escoto both attended the Curriculum Institute in July.
- Campus abroad is in 're-launch', De Anza is not currently interested. We're planning for fall 2014 in London.
- The accreditation process is starting up again, and we will be forming committees to begin this work.
- A California online education initiative proposal is under way, including a commonly available course management system for the State, and use of one system for multiple college campuses. We will submit the proposal on October 14<sup>th</sup> and we'll know by October 28<sup>th</sup> if we are awarded. Butte College has agreed to partner with Foothill on the proposal.

#### Committee reports

- COOL is meeting tomorrow (Wednesday) from 12:30 to 1:30 p.m. in the Altos Room. They hope for more representation from more divisions. They will review priorities, discussing the virtual campus, equity, and online learning.
- PaRC meets from 1:30 to 3 p.m. on Wednesday.

#### For the good of the order

- Biohealth and PSME divisions need SLO coordinators, with stipends of \$1,000 per quarter.

Meeting adjourned 4:07 pm