

## Foothill College Academic Senate Meeting Agenda

Monday, October 13, 2014

2:00 P.M., Toyon Room

| ITEM  | ACTION     | ATTACHMENT | SPEAKER  |
|---|------------|------------|----------|
| 1. Call to Order  |            |            | Holcroft |
| Meeting called to order at 2:03 p.m.  |            |            |          |
| 2. Roll Call  |            |            | Cormia   |
| <p><b><u>Members present:</u></b></p> <p>Steve Batham (BSS), Roseann Berg (PT rep '16), Patricia Crespo-Martin (LA), Lisa Drake (BSS); Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15), Jordan Fong (F A), Meredith Heiser (Faculty Association Liaison) (present from 2-3PM), Lauren Hickey (K A), Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Andrew Lamanque (Cabinet Liaison), Debbie Lee (PSME), David Marasco (PSME), Kimberlee Messina (cabinet liaison), Richard Morasci (LA), Josh Rosales (ASFC President), David Sauter (BHS), Katherine Schaefers (PT rep '15), Mary Thomas (LRC), ,</p>   |            |            |          |
| <p><b><u>Guests present:</u></b> Judy Miner, Naomi Kitajima, Daphne Small, Bernie Day</p>   |            |            |          |
| <p><b><u>Members absent:</u></b> Robert Cormia (AS Secretary Treasurer '15), Leeann Emanuel (CNSL), Craig Gawlick (Classified Liaison).</p>   |            |            |          |
| 3. Approval of Agenda   | Consensus  |            | Holcroft |
| Lee/Marasco, approved.  |            |            |          |
| 4. Update from Dr. Judy Miner   | Discussion |            | Miner    |
| <ul style="list-style-type: none"> <li>• Re: hiring <ul style="list-style-type: none"> <li>○ instructional designer position for Foothill Online Learning - given support from academic senate and increased online instruction, this position is a high priority Funding source unclear, but goal is to hire in winter quarter</li> <li>○ The district is well above the Faculty Obligation Number (40 faculty above), but new faculty hiring is a priority and will request six new faculty positions in 2015</li> <li>○ Curriculum Coordinator (retiring this year) - (per Messina) goal is to hire new coordinator with at least a month of overlap before current coordinator retires so replacement can be trained</li> <li>○ Web designer position is open, goal is for new hire within a month.</li> <li>○ Permanent dean for PSME: (per Messina) A Position Description Questionnaire (PDQ) must be written, job description updated, and then a hiring committee will be formed. This will probably happen in January.</li> </ul> </li> <li>• Question about Daphne Small's position and the student leadership program. <ul style="list-style-type: none"> <li>○ Small has worked out a schedule with administration for this quarter.</li> <li>○ Interest in further developing leadership program, including GE and transferable courses, connecting leadership program with student equity initiatives. This would go through new program proposal process and faculty retain primacy in developing curriculum. Reminder that any change to a faculty position is subject to negotiation with FA.</li> </ul> </li> <li>• Request for a more collegial management style; faculty want input in matters that concern the college, such as the 3SP and proposed changes to leadership program. Judy is mindful of the</li> </ul> |            |            |          |

importance of faculty contributions and would like to routinize our way of engaging faculty and classified staff in making decisions that affect student learning and success.

|   |                |
|---|----------------|
| <p>5. Announcements (limited to 3 minutes, Senate cannot take actions)</p> <ul style="list-style-type: none"> <li>a. DRC Academic Coaches – Holcroft distributed flyer electronically. Jess Miller not present; will invite her back to next senate meeting to will address questions/concerns (overlap with TLC services, liability of using master's level students to provide instruction).</li> <li>b. October 27 Senate meeting – joint meeting here with De Anza Senate. We will have our own meeting 2-3, joint meeting 3-4 to discuss resolutions for state plenary. Will distribute the draft resolutions ASAP, should be no later than October 24.</li> <li>c. <a href="#">Accreditation Midterm Report</a> available at this link, please share with interested constituents.</li> <li>d. Basic Skills Plan 14-15 is in the final stages; it is similar to the 3SP in that it is meant to be a planning document. Reminder that this plan goes through shared governance process (Basic Skills Work Group and PaRC).</li> <li>e. <a href="#">Program Review Timeline</a> is posted on the website; templates will be finalized on 10/15/14 at PaRC, and data will be available soon. Professional development workshops are planned for both instructional and students services programs for assistance interpreting appropriate data. Personal assistance also available, contact <a href="mailto:lamanqueandrew@fhda.edu">lamanqueandrew@fhda.edu</a>. Reminder that program review is a central process for resource allocation and evaluation of program viability; faculty choose not to participate at their own peril! Deadline is 12/12/14.</li> <li>f. <a href="#">Foothill Author Series: Aaron Glantz on 10/30/14</a>, 4-5 p.m., Hearthside Lounge.</li> <li>g. <a href="#">Reading Apprenticeship Workshop 10/17/14</a>. Focus on STEM, but all disciplines can benefit. Lunch is provided, and it's not necessary to come for the whole day.</li> <li>h. Native American Heritage Month coming up: email Jordana Finnegan for finalized schedule; please encourage students/classes to attend</li> <li>i. Flu shots available at Student Health Services, free to students and anyone over 65, \$10 for faculty, staff, and retirees.</li> <li>j. Online Teaching Certification class (taught by Kate Jordahl) begins 10/20. Register on PD web site.</li> <li>k. Rich Gordon will speak on the state of education in California in the Hearthside Lounge, 10/29, 11:30 am – 1 pm. Let Meredith Heiser or Casey Wheat know if you plan to bring your class.</li> </ul> | General/Public |
|---|----------------|

|                              |                  |                      |             |
|------------------------------|------------------|----------------------|-------------|
| 6. Door locks/Faculty Safety | Info, discussion | Campus Safety Update | Davis Visas |
|------------------------------|------------------|----------------------|-------------|

Campus/Faculty Safety Update was sent with the agenda, detailed possible solutions for locking exterior doors during an emergency. If magnet solution is approved by Cabinet, magnets need to be ordered and installed so timeline still unclear. A concern that faculty won't bother with the more complicated process of using the magnet was countered by the comment that each instructor is responsible for following the process in order to keep students safe.

|   |                     |   |                     |
|---|---------------------|---|---------------------|
| 7. Approval of Minutes: June 16, 2014 and September 29, 2014  | Action              | MinutesDraftJune162014 and MinutesDraftSept292014 | Senate              |
| Minutes of 6/16/14: Marasco/Lee, approved by consensus. Minutes of 9/29/14: Sauter/Marasco approved with corrections about the student listed in the 3SP and that the Curriculum Committee was scheduled for 10/7/14.   |                     |   |                     |
| 8. Consent Calendar   | Action              |   | Senate              |
| Sauter/Lee, approved by consensus with the correction that SLO Coordinator Jinnah is from Counseling rather than Language Arts.<br><br>Still need faculty to serve on ETAC (Education Technology Advisory Committee) and as a Basic Skills representative on the PRC (Program Review Committee) (both open to part-time faculty).   |                     |   |                     |
| 9. Student Leadership Resolution  | First read          | Senate Resolution Leadership                      | Sauter, Small       |
| Given the clarification during President Miner's visit that the intention is to collaborate to restructure the leadership program and it will need to go through new program proposal, Small decided to revise the resolution; will be distributed ASAP. Further discussion and possible action at next senate meeting. Clarification that we can ask administration to schedule classes for next quarter but they are not obliged to do so. Reminder that overriding goal is to meet student needs.  |                     |   |                     |
| 10. Student Support and Support Services Plan   | Second read, action | Revised 3SP to PaRC                               | Holcroft, Fernandez |
| Eleven faculty provided substantive feedback; Holcroft worked with Laureen Balducci and Denise Swett to finalize the draft that will go to PaRC on 10/15/14. All faculty contributions/feedback was incorporated into this draft. The plan is not perfect, but we've opened the door for a culture change going forward about processes for faculty input. Recognition among faculty, staff and administrators that communication among the work groups is necessary, desire to work efficiently rather than duplicate efforts or work at cross-purposes. Swett and Holcroft will facilitate discussion for envisioning a new group or process that creates a way for faculty and staff on campus to look at the big picture, strategize planning efforts across groups, and that includes a student voice. Concern about having too many committees and creating more work; reminder that goal is to eliminate redundancies and inefficiency so ideally should lower workload and increase benefit to students.<br><br>It was recommended that the plan explicitly indicate which positions are faculty and staff.<br><br>Senate may vote to vet the draft now but given circumstances where senators have not had opportunity to review it yet, chose to take no action at this time. No formal vote necessary to submit plan to state. |                     |   |                     |
| 11. Finals scheduling   | Info, discussion    |   | Heiser, Lee         |
| The district is considering moving from a 4-day to a 5-day finals schedule. The Finals Scheduling Committee met and reviewed changes to the schedule Lee shared with the Senate last year (addressing M/W classes having a final on F, no exams before 8, slots for proctored exams for online  |                     |   |                     |

classes). After the committee vets the revised schedule, they will bring it to the academic senate and ASFC for approval,

Same process occurring at DeAnza; if both colleges agree, then it will be forwarded to FA. Expect a vote in Spring 2015 quarter.

|   |                            |                             |          |
|---|----------------------------|-----------------------------|----------|
| 12. President's Report  | Information                |                             | Holcroft |
| <ul style="list-style-type: none"><li>• Program Review: IP&amp;B met over the summer to update the program review templates and the PRC charge. See the attached PRC Suggested Revisions to Charge, which will go to PaRC on 10/15/14. Please send feedback/concerns to Holcroft.</li><li>• Board of Trustees meeting October 6, 2104: The Board discussed seismic safety issues with the Flint Center parking structure; reviewed proposal to level it and create a flat structure instead, but they listened to student concerns and want to look for another solution that preserves parking places. Concerns about cost of possible solutions vs. current available budget.</li></ul> |                            |                             |          |
| 13. Committee Reports   | Information                | Chairs (max 3 minutes each) |          |
| <ul style="list-style-type: none"><li>• Curriculum Committee: Look for lecture/lab adjustments. Be aware of the new deadlines. Faculty are needed for GE subcommittees. Thirteen ADTs have been approved, and seven are pending at the state chancellor's office thanks to a lot of hard work from faculty. On 10/17/14 Escoto and Cori Nuñez will go to the Northern California Regional Curriculum Committee meeting.</li><li>• COOL: Discussed the Online Education Initiative and a common CMS; ask Jordahl if you want to know more.</li></ul>   |                            |                             |          |
| 14. Transfer Achievement Celebration Report   | Information/<br>Discussion |                             | Day      |
| Bernie Day (faculty tri-chair for the Transfer Work Group): About 600 students get an Associate's Degree and are honored at commencement, but approximately 1200 students transfer each year without a comparable celebration, so the Transfer Celebration was established. Leann Emanuel received the Transfer-Friendly-Faculty Award in 2014. Day shared a moving presentation of transferring students' comments about who encouraged and helped them in the transfer process.   |                            |                             |          |

Adjourned at 4 p.m.

**Consent Calendar:**

SLO coordinator for Counseling – Fatima Jinnah

Athletic Director Hiring Committee – Jeff Bissel and Laurie Bertani

Basic Skills Committee: Alison Herman

Academic Senate rep: Jordan Fong (Fine Arts)

Operations Planning Committee: Debbie Lee

**Attachment List:**

PRC Suggested Revisions to Charge

Revised3SPtoPaRC

Senate Resolution Leadership

**Committee Needs:**

ETAC

Program Review Committee (PRC) – Basic Skills faculty representative

## **2014 -2015 Academic Senate Meetings**

All begin at 2PM and are held in the Toyon Room

| <b><u>Fall 2014 Quarter:</u></b> | <b><u>Winter 2015 Quarter</u></b> | <b><u>Spring 2015 Quarter</u></b> |
|----------------------------------|-----------------------------------|-----------------------------------|
| 9/29/14                          | 1/12/15                           | 4/13/15                           |
| 10/13/14                         | 1/26/15                           | 4/27/15                           |
| 10/27/14                         | 2/9/15                            | 5/11/15                           |
| 11/17/14                         | 2/23/15                           | 6/1/15                            |
| 12/1/14                          | 3/9/15                            | 6/15/15                           |
|                                  | 3/24/15 *if needed                | 6/19/15 *Annual Planning Retreat  |

### **Upcoming Meetings of Interest:**

[State Academic Senate Fall Plenary Session](#): November 13-15, 2014 in Irvine, CA

[FACCC Policy and Advocacy Conference](#) – March 1 and 2, 2015

### **Distribution:**

Steve Batham (BSS), Roseann Berg (PT rep '16), Robert Cormia (AS Secretary Treasurer '15), Patricia Crespo-Martin (LA), Lisa Drake (BSS); Leeann Emanuel (CNSL), Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15), Jordan Fong (F A), Craig Gawlick (Classified Liaison), Meredith Heiser (Faculty Association Liaison), Lauren Hickey (K A), Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Debbie Lee (PSME), David Marasco (PSME), Kimberlee Messina (Cabinet Liaison), Richard Morasci (LA), Katherine Schaefers (PT rep '15), David Sauter (BHS), Mary Thomas (LRC), Josh Rosales (ASFC President)

**CC:** Myra Cruz (De Anza Academic Senate President), Richard Hansen (Faculty Association President), Judy Miner (College President); Daphne Small, Hilda Fernandez, Bernie Day