

Foothill College Academic Senate Meeting Agenda
Monday, November 17, 2014
2:00 P.M., Toyon Room

ITEM	ACTION	ATTACHMENT	SPEAKER
1. Call to Order			Holcroft
The meeting was called to order at 2:02PM.			
2. Roll Call			Cormia
<p><u>Present:</u> Steve Batham (BSS), Roseann Berg (PT rep '16), Guido Bordignon (BHS); 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), 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), Tobias Nava (CNSL); David Sauter (BHS); Katherine Schaefer (PT rep '15), Mary Thomas (LRC), Josh Rosales (ASFC President)</p> <p><u>Absent:</u> Katy Ripp (K A), Craig Gawlick (Classified Liaison)</p> <p><u>Guests:</u> Andrew LaManque</p>			
3. Approval of Minutes: October 27, 2014	Action	Senate Draft Minutes October 27_2014.doc	Senate
The October 27, 2014 minutes were approved. (Lee/Thomas)			
4. Consent Calendar	Action		Senate
The following faculty were approved for service via consent calendar:			
<ul style="list-style-type: none"> BHS Division Senator: Guido Bordignon (Sauter/Lee) 			
5. Unfinished Business			
a. Recognition of part time faculty at FH Opening Day	Discussion / Action		Morasci, Senate
<ul style="list-style-type: none"> Feedback from constituents generally positive. Discussion about how part-time faculty might be recognized on opening day, including possibility of a longevity pin, expense not thought to be high. Motion: The Foothill Academic Senate requests that going forward, part-time faculty be recognized at College Opening Day in the same manner that full-time faculty are recognized for their longevity at the college. (Schaefer/Lee). Motion passed unanimously. Holcroft will relay this request to the President's Office and to the Professional Development Committee, as they co-organize college opening day events. 			
6. Reports of Officers	Information		Officers
<p>a. President's Report (Holcroft)</p> <p>i. Report out from ASCCC Fall Plenary Session – Holcroft</p> <p>a) Resolution actions distributed via email and posted to FH AS web site. Please share with constituents.</p> <p>b) Brief highlight of resolution 2.01 (related to SLOs and Faculty Evals) – ASCCC has not been able to get straight answer from ACCJC re: how to interpret accreditation standard III A.6. Resolution tries different approach – ASCCC tells ACCJC how to interpret.</p> <p>c) Re: two resolutions regarding student success metrics – advocated including completion of ed plans as “completion”, broadening definitions of success and completion.</p> <p>d) Discussion of resolution 1.02 – establish a part time rep on exec.</p> <ul style="list-style-type: none"> Clarification that ASCCC executive committee is structured such that the members represent geographical areas of the state; they do not represent particular constituencies such as only full time faculty, or librarians, or STEM faculty, etc. Resolution was defeated b/c designating a seat on executive committee for part-time faculty is inconsistent with current structure of representation. ASCCC acknowledges need for increased inclusion of part time faculty. Equity and Diversity Action Committee currently working on a Cultural Competency Plan for ASCCC, plan will be brought to Spring 2015 plenary session, it will include an action plan for increasing PT faculty involvement. <p>ii. Board Meeting – official minutes</p>			

<p>a) In partnership with College of the Canyons FH was awarded grant to develop an “Institutional Effectiveness and Technical Effectiveness and Technical Assistance Program”.</p> <ul style="list-style-type: none"> • Accd. to RFA, purpose of grant is to develop expanded technical assistance to support student success. • FH primarily responsible for coordinating workshops (prof development) in northern CA. Will most likely focus on best practices in student success and with assisting colleges to meet accreditation standards. • About \$350,000 will be allocated to Foothill. • Great opportunity to help with PD opportunities, leverage 3SP and equity agendas. LaManque was instrumental in procurement, will bring more detailed info to senate as soon as it is available, there will be opportunity for faculty involvement. <p>iii. Nov. 5 PaRC meeting</p> <p>a) District office/board room construction:</p> <ul style="list-style-type: none"> • Proposed construction of new bldg. in lot 7 • Advantages – easily accessible from campus exterior, end net gain of 20 parking spaces (all trailers will go away from lots 5/6) • Anticipate construction start one year from now • Concerns re: increased pedestrian traffic back and forth, safety concern • Direct additional concerns to Bernata Slater – she will bring to district <p>b) Vision statement – vote at next meeting</p> <p>c) Curriculum: three workforce program creation proposals:</p> <ul style="list-style-type: none"> • Biomedical Technology Technician Program Certificate • Commercial and Industrial Technician Program Certificate • Certificate of Achievement Geriatric Health Care Technician Program: noted that discussion at PaRC seemed to indicate this proposal will not be approved primarily because the regional advisory committee had not been supportive of offering the curriculum in this format, and Workforce Work Group had also not recommended approval. <p>d) Basic Skills WG Objectives for '14-'15 available on PaRC web page</p> <p>e) OPC Objectives available on PaRC web page</p> <p>iv. Nov. 19 PaRC meeting: draft agenda was distributed with senate agenda. One addition since that time is FTEF Staff Prioritization Update (reviewed by senate via doc cam).</p> <ul style="list-style-type: none"> • Noted that these priorities were ranked by PaRC in May. • Judy asking for feedback re: two changes – defer hiring philosophy instructor (due to decreasing enrollment) and change CNSL from DRC/Veteran counselor to general (due to a recent resignation/reassignment in CNSL). • After brief discussion consensus was senate did not have objections to the proposed changes. Question re: what constitutes “decreasing enrollment” will be brought to PaRC. 			
b. Vice President’s Report (Escoto)			
<ul style="list-style-type: none"> • Statewide senate encouraging local senates to consider designating a senator to act as a legislative liaison, to help keep their senate up to date on CCC-related legislation. State senate would provide support by sending legislation updates as well as related documents. • Curriculum committee discussion items included listing course grade options and pros/cons/best practices for cross-listing courses. 			
c. Secretary/Treasurer Report (Cormia)			
<ul style="list-style-type: none"> • No report 			
7. Committee Reports	Information	a. Enrollment Priority Notes_10.27_14.doc	Chairs (max 3 minutes each)
<p>a. Enrollment Priority Task Force (Serna)</p> <ul style="list-style-type: none"> • Discussion of changes in enrollment and management of education plans. 			

- Relayed student complaints about adding more units and then falling lower in the priority ranking.
- Discussion about full-time students having higher priority than part-time students.
 - Meant to incentivize full time enrollment, financial aid eligibility
 - Majority of full-time students are Asian and white, while part-time students are more often Hispanic and black, thus this potentially is an equity issue (disproportionate impact). Equity work group keeping an eye on these data.
 - Comment that issue is hard as empirical data suggests full-time students do better, but not every student can be full-time; for a variety of reasons (work, family, disability, etc.) some of our students need to take fewer courses, so part-time enrollment might be more successful for them.
 - Andrew LaManque (guest) presented and commented on Fall '14 Foothill enrollment data: the majority of students didn't have priority registration, but were able to register.
 - Question about whether enrollment priorities have impacted the ability of students to take math and English early in their stay here. Comment that English department has English 1A guarantee (no student will be denied enrollment in 1A), and Math offered as many courses as possible and noted they had to cancel some sections for under-enrollment
 - Comment that division deans follow enrollment closely, wait longer to cancel courses in hopes that classes will fill later when lower-priority students register.

b. Academic Integrity:

- Committee organizing a professional development workshop for winter quarter
- Student reports of widespread cheating in the testing center (e.g. unauthorized collaboration, using cell phones, notes).
- Comment that personnel in the testing center overheard to say they weren't able to monitor every exam (every student) and that some students are allowed particular aids (notes) that others aren't.
- Faculty observed testing center personnel to be inattentive to students taking exams.
- Holcroft to follow up with testing center staff/administrators, Academic Integrity Committee.
- Comment that Student Affairs has moved some of the Academic Integrity content on web site. Should be a permalink on the campus website for faculty to link to.

c. Academic and Professional Matters (APM) – did not meet

d. Chancellor's Advisory Council (CAC) – did not meet

e. Commencement (Morasci):

- Re: proposal to give newly-tenured faculty a cap and gown: commencement committee asked for senate to help fund (approximately \$500/set); Cormia reported it was too expensive for our budget.
- Regalia days on January 27/28 and in April.

f. COOL: next meeting Nov. 25th. Planning an Online Teaching Exchange for Friday Dec. 5 from 8AM-9:30AM, will be able to attend via CCC confer if needed.

g. Professional Development – save the date for January 16, 2015 Winter PD day, focus on retention and equity. Committee is lining up some respected speakers from outside Foothill. Noted that Friday week 2 was not first choice, but Friday week 3 already devoted to an all-day event from Chancellor Thor. Reminder that 1/16/14 is still a regular day of instruction.

h. Student Equity – Presented workgroup objectives at PaRC on Nov. 5. Meeting tomorrow, November 18 at 2:30PM. Primary agenda item is development of rubric to evaluate applications for Equity Fund Proposals.

8. New Business			
a. Academic Senate Constitution Review due this year	Info / Discussion		
<ul style="list-style-type: none"> • Senators asked to review constitution with an eye to areas potentially needing an update. • Need to review the provisions for Part-time representation. • Reminder of need to fill an election committee. There are three potential seats open (VP, sec-tres, and one part-time rep). Senators reminded that each senator expected to serve on at least one senate subcommittee so this is good opportunity if not already serving. 			
b. FHDA Foundation – Academic Senate Scholarships for 2014-2015	Info / Discussion		Cormia
<p>Last year we gave two-\$500 scholarships EACH to Basic Skills, Transfer, and School to Career: one scholarship did not get funded, so we have a \$500 balance. Noted that one Basic Skills scholarship left due to lack of qualifying applicants. This year would need \$2,500 (since we have the \$500 balance)</p> <p>Foundation is implementing new software – more functional for the students, the reviewers and the staff. Advertising will be delayed as they get everything in place. Once applications ready, senate will actively promote advertising to try to ensure no money is left on the table. Senators asked to solicit feedback re: scholarship award</p>			

structure/amounts.			
c. SLOs		SLOs Background.docx	Holcroft
<p>i. Note that this is the first of at least several discussions. Will not resolve issues in just one or two meetings</p> <p>ii. We have SLOs for two reasons: accreditation and b/c many faculty value SLOs to improve teaching and learning</p> <p>iii. One consideration is about the standards for SLOs from accreditation perspective. Must do regularly, must tie to program review, resource allocation, and evaluation of institutional effectiveness. Timing of review cycle for reviewing SLOs isn't explicit in standards. Different divisions and departments have different processes and expectations for when/how many SLOs are assessed. Need some basic ground rules everyone can look for.</p> <p>a) If a course is taught in a given year, it should be reflected on that year</p> <p>b) Not every SLO must be assessed/reflected on each year, just one (of typically three) SLOs. Is fine to do more but one is the least. If only assessing one SLO per year, cannot assess the same SLO every year (i.e. if three SLOs on a course, all three must be assessed within three years.</p> <p>c) Senator comment that these criteria should be explicitly posted on the college's SLO web page</p> <p>d) Kimberlee shared information about how the State accreditation views SLOs. The accreditation body doesn't require a fixed cycle, but colleges must ensure that SLOs are methodically and periodically reviewed. We must, in a cycle, do all the SLOs, but not required to complete all at once.</p> <p>e) One senator mentioned that constituents wanted to revisit the requirement for completing SLOs annually and want college to consider going to a two, three or even four-year cycle.</p> <p>iv. We should work to get better recognition and support for SLOs, better understanding of what they are. How can we assess an SLO when not all faculty understand and agree what they are? Comment that this is the purpose the divisional SLO coordinators, but this system does not seem to be working effectively for all divisions. Faculty could use more and better support.</p> <p>v. The state senate is clear that faculty are obligated to strive to continue to improve teaching and pedagogy. SLOs are one tool to do this, but there are others. ACCJC specifies we must use SLOs.</p> <p>vi. Accreditation standards are also clear that we need use SLOs to evaluate our general ed and institution level outcomes, and we are not currently doing this. Part of our discussion is about how to get organized around SLOs and ensure that we are meeting our accreditation obligations. We will continue to think and talk about SLOs as a practice, and to be inclusive of all faculty participation, particularly part-time faculty.</p>			
9. Announcements (limited to 3 minutes, Senate cannot take actions)	Information	2014-2015 Hayward Award ltr. doc	General/Public
• Deferred to next meeting			
10. Adjournment			
The meeting was adjourned at 4:10PM			