

Foothill College Academic Senate Meeting Agenda

Monday, December 1, 2014

2:00 P.M., Toyon Room

ITEM	ACTION	SPEAKER
1. Call to Order		Holcroft
The meeting was called to order at 2:02 PM		
2. Roll Call		Cormia
<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), 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), Tobias Nava (CNSL), Katherine Schaefers (PT rep '15), Mary Thomas (LRC), Josh Rosales (ASFC President),		
Absent: Katy Ripp (K A), David Sauter (BHS)		
Guests: Andrew LaManque, John Fox (BSS)		
3. Approval of Minutes: November 17, 2014	Action	Senate
Approved via unanimous consent		
4. Consent Calendar	Action	Senate
The following faculty were approved to serve via unanimous consent:		
Transfer Work Group: Bernie Day (tri-chair); Tobias Nava, Simon Pennington (F A), Elaine Piparo (CNSL), Debra Lew (CNSL), Cathy Denver (CNSL), Zach Cembellin (PSME)		
Work Force Work Group: Robert Cormia (PSME; tri-chair)		
Basic Skills Work Group: Sarah Munoz (PSME; tri-chair); Katie Ha (L A); Tilly Wu (CNSL). Beginning in Winter quarter: Allison Herman (L A); Eric Reed (PSME); Valerie Fong (L A)		
Student Equity Work Group: Bill Ziegenhorn (BSS), John Fox (BSS), Susie Huerta (L A), Kate Jordahl (F A), Carolyn Holcroft (BHS), Richard Mills (L A), Katie Ha (L A); Robert Cormia (PSME); Micaela Agyare (Library); Scott Lankford (L A)		
Business Instructor Hiring Committee: Jose Nava (BSS - Business); Lisa Drake (BSS - Accounting)		
5. Unfinished Business		
a. FHDA Foundation – Academic Senate Scholarships for 2014-2015	Discussion / Action	Cormia
Approved via unanimous consent: Donation of \$2,500 to fund two-\$500 scholarships EACH to Basic Skills, Transfer, and School to Career. (Only \$2,500 currently needed since we have the \$500 foundation balance)		
b. SLOs	Discussion / Action	Schaefers / Berg
Schaefers: perspective from coordinator. No major issues in first year, minor TracDat, etc. Relatively happy place. Now more issues arising, PT pay parity, participation without compensation. Potential solution – schedule a FT faculty for every course at least once per year.		
<ul style="list-style-type: none"> • Senator: not fair to ask people to work for free. • Messina clarified – district and FA agree that no one should work for free. Everyone should participate. Level of participation not equivalent – PT can meet participation requirement by putting SLOs on course syllabus. District has agreed to compensate PT faculty responsible for a course without FT instructor. These cases should be rare. Noncredit courses ONLY taught by PT. Clarified that all faculty job descriptions include requirement to assess student work. • PT faculty may not have to participate but feel obligated. Messina asked to defer conversation because currently on negotiating table. 		
<ul style="list-style-type: none"> • BHS asked if TracDat could be available to part-time faculty as well as full-time faculty. When TracDat adopted, Foothill decided that only full-time faculty would have accounts, because difficult logistics of managing part-time accounts. Messina commented that if faculty decide we want PT instructors to have accounts the Office of Instruction will find the (human) resources to get it done. • Discussion around what the SLO process was/is. Having a faculty dialogue around course outcomes and SLOs for measuring and evaluating effective pedagogy, etc. • Discussion about how we might get part-time faculty to meetings that involve SLOs without having to pay them specifically for SLOs – perhaps pay them to attend division or dept. meetings, where SLOs would be completed. 		

- Dialogue about how other/each divisions handle annual SLO assessment/reflections.
- Comment that whether we look at SLOs every year or not, certainly should look at the program every year
- In some areas (BHS) with external accreditors, every SLO is evaluated every year.
- Differences between the assessment/reflection discussions, and the documentation in TracDat. Many faculty do care about SLOs but less enthused about the documentation process. Comments that TracDat isn't the easiest tool to use, and especially as a collaboration tool for SLO work.
- Comment/concern that SLO assessment/reflections are in program reviews and thus are matter of public record. Would stifle honest reflection. Comment that could still discuss results/reflect with colleagues face-to-face, and use good judgment about what to enter formally into TracDat.
- Big picture: SLOs - why are we doing this, what are we going to find out, what are we going to do about it? Clarification that SLO dialogue in TracDat should be about student learning, and not about the process or participants.
- We are recording ongoing questions and concerns for larger/continuing faculty discussions around SLOs. Remind constituents that senate meetings are open and all faculty are welcome and encouraged to attend to participate in discussions.

c. *3:30PM: Academic Integrity		Holcroft/Fox
<ul style="list-style-type: none"> • Re: allegations of cheating in testing center <ul style="list-style-type: none"> ○ Holcroft contacted Teresa Ong on 11/17/14. Ong to attend AIC meeting first week of December, in addition Ong agreed to immediately send urgent message to all testing center staff reminding them of testing center procedures and expectations. ○ Campus-wide panel re: DRC Testing Accommodations scheduled for 1/13/15 at 11:45AM – 1:30PM. ○ Noted that this issue arose because of students/AFSC becoming involved. Important for everyone to understand that some students may have different accommodations that would allow them to use notes, etc., the proctors should know what is allowed vs. prohibited. There was a comment/question about whether cameras should be used to monitor activity in the testing center. • Fox reviewed AIC charge: developing a culture of academic integrity. Introduced proposal to administer an integrity survey to faculty, staff, and administrators. Reviewed the proposed survey document. There will be a comparison between the various groups of respondents. Hope to administer in Winter quarter. Senators were supportive of the AIC's proposal. 		

6. Reports of Officers	Information/ Discussion	Officers
<p>a. President's Report (Holcroft)</p> <ul style="list-style-type: none"> i. Re: acknowledging PT faculty at Opening Day: spoke with Judy Miner, she was supportive and agreed to begin this practice at our next Opening Day (Fall 2015). ii. Hiring committees forming for art history, business, computer science, and English (generalist) faculty members. Holcroft would like to diversify hiring committees, encourage faculty from outside "home" division to serve. These "outside" faculty would be in addition to, not instead of, the discipline faculty who normally serve. Please discuss opportunity with constituents, forward names of faculty interested in serving on hiring committees to Holcroft. Clarified that hiring committees will not be "forced" to include an outside faculty member if they are strenuously opposed to doing so. iii. 11/19 PaRC meeting: <ul style="list-style-type: none"> • Vision statement approved by consensus • Workforce workgroup and Transfer Workgroup Annual objectives presented • 3SP Executive Summary presented for first read • Instructional Design and Technology Cert. of Achievement new program proposal • 3SP plan executive summary presented for first read iv. 12/3 PaRC meeting <ul style="list-style-type: none"> • 3SP Plan Exec Summary on for second read/approval. Please distribute plan to constituents, discuss at division meetings. Faculty should be familiar with college policies/procedures re: assessment/placement, counseling/ed planning, follow-up for at risk students, professional development initiatives re: student support. • OPC rubric on for first read. This is the rubric to be used to prioritize resource requests. Please share with constituents, send feedback to Meredith Heiser and Debbie Lee. • Perkins funding rubric on for first read. Please share with constituents, send feedback to Holcroft and Cormia • Other items: anticipate Educational & Strategic Master Plan discussion, CCSSE report out, Campus Climate Survey report out, marketing update, technology plan update 		

b. Vice President's (CCC Co-Chair) Report (Escoto):

- Personal trainer Certificate of Achievement was approved.
- Discussed the need to make grade options clear in the catalog (grade only or pass/no pass, etc).
- Curriculum due dates are coming up - December 5th for changes that take effect this summer 2015 (the course must be through the CMS process by 12/5). The due date for new courses for summer 2016 is coming up this academic calendar year (June 19th).
- Reminder that CCC still reviews and approves stand-alone courses.
- The last CCC meeting of quarter is tomorrow (12-2-2014).
- There was a question about the status of the current CMS; it will be reviewed/evaluated by the (new) senior web coordinator when that person starts. It will be a couple more months of assessment/evaluation before a decision about how to go forward will be made.

c. Secretary/Treasurer Report (Cormia): No report

7. Committee Reports	Information	Chairs
a. Chancellor's Advisory Council (CAC) – did not meet; will meet Friday 12/5 b. Commencement (Morasci) c. COOL (Jordahl) <ul style="list-style-type: none"> • COOL discussing revising distance ed approval form (has not been reviewed/revised since first adopted several years ago) • Also discussing best way to nurture quality in online courses. Possibly adoption of some of OEI course standards being discussed. • "Online teaching exchange" scheduled for Friday Dec. 5 at 8AM in 5502. • Brief discussion of the instructional design position, Jordahl noted that Judy Baker plans to submit an equity grant proposal to pay for the position. d. Professional Development (Holcroft) <ul style="list-style-type: none"> • Winter PD Day January 16 – focus on retention • Reflective Writing Challenge – 7x7x25 Winter Quarter. Involves blogging about anything concerning teaching, learning, and/or student success. Noted ALL encouraged to participate, particularly administrators and classified staff. Sign up by contacting Ben Stefonik. e. Student Equity (Holcroft): Met Nov. 18, discussed rubric for Student Equity Grant funding. Meeting Tuesday December 2 at 3PM in 6506		
8. New Business		
a. Assessment/Placement ad hoc group proposal	Info / Discussion	Holcroft / LaManque
<p>Holcroft/LaManque spearheading efforts to organize a group to review our campus' assessment and placement policies and procedures. Has been years since we reviewed our policies. Bringing a proposal for assessment and placement ad hoc committee to PaRC. Idea is to foster collaboration between student services and instruction, make appropriate changes to benefit students now as well as position campus for common assessment implementation. Clarified that this group proposed to collaborate on recommending policy/procedure, but that such recommendations would be reviewed/approved through regular shared governance groups (i.e. senate and PaRC). Reminder that even with common assessment (tool) from the state, the placement (cut scores) is local decision. Please share with faculty constituents; pending approval of proposal by PaRC, LaManque and Holcroft will begin collecting names and organizing first meeting.</p>		
9. Announcements (limited to 3 minutes, Senate cannot take actions)	Information	General/ Public
<ul style="list-style-type: none"> • "Ivory Tower" – Cormia • Committee needs: ETAC and PDL committee 		
10. Adjournment		
The meeting was adjourned at 4:04PM.		