

**Foothill College Academic Senate Meeting Minutes**  
**Monday, September 29, 2014**

ITEM	ACTION	ATTACH MENT	SPEAKER
1. Call to Order			Holcroft
· Call to order at 2: 03PM in Toyon Room			
2. Roll Call			Holcroft
<p><u>Members present:</u>  Steve Batham (BSS), Roseann Berg (PT rep '16), Robert Cormia (2:13PM) (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) (present from 2-3PM), Lauren Hickey (K A), Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Debbie Lee (PSME), David Marasco (PSME), Richard Morasci (LA), Katherine Schaefer (PT rep '15), Mary Thomas (LRC), Josh Rosales (ASFC President)</p> <p><u>Guests present:</u>  Richard Hansen (Faculty Association President); Daphne Small, Hilda Fernandez (Student Equity Workgroup Tri-chair)</p> <p><u>Members absent:</u>  Kimberlee Messina (Cabinet Liaison), Bruce McLeod (F A), Katy Ripp (K A), Craig Gawlick (Classified Liaison)</p>			
3. Approval of Agenda	Consensus		Holcroft
<p>· Item 11, the Transfer Achievement Celebration Report, postponed until our October 13 meeting (Bernie Day unable to attend today)</p> <p>· Request by Holcroft to reorder agenda – move item 8 (Student Leadership Mentoring/Curriculum) up to immediately follow Agenda Approval</p> <ul style="list-style-type: none"> <li>Modified agenda approved by consensus</li> </ul>	(M:Marasco/S:Lee)		
4. Student Leadership Mentoring/Curriculum	Discussion	#9/29/14 -4 and -5	Holcroft, Hansen, Small
<ul style="list-style-type: none"> <li>Review of memo (attached with agenda) – history of leadership courses/program.</li> <li>Commented that College now has a program review process in place but until last 3-4 years, program review has been inconsistent.</li> <li>Clarification that administration did exercise their right to cancel the leadership courses in summer, and then in fall.</li> <li>Over summer, at least one leadership training was led by staff and administrators. Potential that the college administration's vision may be for leadership training to be in some form other than formal coursework. No administrative representatives present to comment on this.</li> <li>If there are decisions about how these programs will be offered, they need to be reviewed through shared governance process.</li> <li>Hansen comment: FA's interest is to have this position (function) retained as a faculty position (function), i.e. it is in the student's interest for this to be a faculty function. De Anza's leadership</li> </ul>			

function (student activities) is a faculty function. Further commented that this is a negotiated position,

- under CA labor law transfer of the position to classified could be grounds for grievance.
- FA filed letter of protest about cancellation of fall leadership classes.
- Hansen commented about 2002 Rostrum article in which Foothill's leadership program was highlighted.
- Comment that we do have a program discontinuance process, but administration feels leadership is not a formal program and therefore not obliged to begin formal discontinuance process.
- A former middle college student emphasized the value she received from participating in the program, what she learned and how it helped her retain employment.
- Comment that if classes are being cancelled for low enrollment it is a form of "back-door" program discontinuance. Holcroft reminded about importance of careful attention to reviewing courses during the program review process, even if/when included in non-instructional program review
- A question was asked about why these courses were cancelled? Answer: enrollment management
- Comment: Daphne has counseling FSA so could serve in counseling where there is great need (student success act etc).
- Comment that program review committee (PRC) gave "program" (student services) a yellow and there is already a plan to allow leadership faculty/staff to further analyze leadership curriculum. Program review process must be honored.
- Comment that the certificate should already have been forwarded to state.
- Question about whether this 'program' has been evaluated from the perspective of what it contributes to 'the campus life'.
- Sauter and Small to work together to draft resolution for senate to support leadership program.

5. Announcements (limited to 3 minutes, Senate cannot take actions)

Information

#9/29/14 - 1

General/  
Public

- OPC (Operations Planning Committee) and Education Technology Advisory Committee (responsible for District Strategic Tech Plan) need faculty representatives. OPC usually meets on the 2nd & 4th Tuesdays at 2:30PM. ETAC's first meeting will be October 8 at noon. OPC. heaviest in Winter qtr.
- Schaefer reminded senate about part-time faculty Google Group, "Foothill College Adjunct Community Google Group." Contact [@fhda.edu](mailto:@fhda.edu) to join
- Jordahl will offer an online teaching certification course via Etudes (6 weeks long)
  - non-credit, but PGA/PAA available, register from the professional development page
  - available to both full-time and part-time faculty
- Thomas: library relocated to 3600 building
- John Fox in sociology preparing a first year program
- This Friday is the first Professional development session 'authentic assessment'

<ul style="list-style-type: none"> <li>• Fernandez: March 11, 2015 9AM - 1PM – Student Symposium: student perspective on achievement gap (Hearthside)</li> <li>• Reading Apprenticeship Training 10AM -4PM October 17</li> </ul>			
6. Approval of Minutes: June 16, 2014	Action	#9/29 Reading /14-2	Senate
Thomas submitted significant changes to draft of June 16th, 2014 minutes – no action today, will be revised and brought back for approval on October 13, 2014 meeting			
7. Consent Calendar	Action		Senate
<p>The following consent calendar items were approved:</p> <ul style="list-style-type: none"> <li>• Online Education Initiative (OEI) faculty rep: Carolyn Holcroft</li> <li>• Student Equity Workgroup Faculty Tri-Chair: Hilda Fernandez (replacing Erica Onugha on leave)</li> <li>• Behavior Evaluation Strategies Team (BEST) Faculty At-Large Rep: David Marasco</li> <li>• Tenure Review Committees: <ul style="list-style-type: none"> <li>○ For Ben Armerding (ENGL): Jennifer Sinclair (MATH) – at-large</li> <li>○ For Patti Chan (D H): Change: Cara Miyasaki will chair (replace Judy Yamamoto) and Judy will be second faculty member (replacing Rachelle Campbell); at-large will be Tom Gough (THTR)</li> <li>○ For Sara Cooper (BIOL): Andy Ruble (ART) – at-large</li> <li>○ For Lisa Eshman (V T): Andy Lee (CNSL)– at-large</li> <li>○ For Katie Ha (Teaching and Learning Center): Cathy Denver (CNSL)– at-large</li> <li>○ For Biliانا Kaneva (C S): Lisa Drake (ACTG) – at-large</li> <li>○ For David McCormack (ESLL): Young Hee Park Lee (MATH) – at-large</li> <li>○ For Michelle Palma (GEOG): Janis Bergmann (THTR) – at-large</li> <li>○ For Sarah Parikh (PHYS): Nicole Gray replacing Victor Tam; Frank Cascarano taking over as chair</li> <li>○ For Amanda Pitts (CHEM): Mary Holland (Chair), Londa Larson, John Fox (SOC) – at-large</li> <li>○ For Tiffany Rideaux (PSYC): Keith Lee (PHOT) – at-large</li> <li>○ For Nick Tuttle (PSYC): David Marasco (PHYS) – at-large</li> <li>○ For Janet Weber (CNSL): Anabel Trigolis, Kim Lane, Bonnie Wheeler (R T) – at-large</li> </ul> </li> <li>• OEI Common Course Management System Committee (OEI CCMS): Kate Jordahl, Hillary Gomes</li> <li>• Tech Task Force: Lori Silverman, Brenda Davis</li> </ul>			

<ul style="list-style-type: none"> <li>• Program Review Committee (PRC): Simon Pennington, Cara Miyasaki, Katie Ha</li> <li>• Sustainability Management Planning Committee: Gillian Schultz (BHS) and Dan Svenson (BHS)</li> <li>• COOL: Shirley Treanor (BHS)</li> </ul>			
8. President's Report	Information	#9/29/14-3	Holcroft
<p>Today Governor Brown signed law to allow California Community Colleges to offer limited bachelor degrees. Reminded that last spring Foothill academic senate did pass a resolution supporting in support of limited baccalaureate degree offerings by CCCs and specifically supported Foothill's dental hygiene. De Anza is supporting automotive technology – Chancellor Thor will make decision.</p>			
9. Student Support and Support Services Plan	First read, discussion	#9/29/14-6	Holcroft, Fernandez
<ul style="list-style-type: none"> <li>• Holcroft introduced 3SP document background <ul style="list-style-type: none"> <li>○ March 12, 2014: chancellor's office distributed 3SP template to community colleges, deadline for submission = October 17, 2014.</li> <li>○ Explicitly required to collaborate closely with those developing Student Equity Plan; required to go through shared governance processes for approval</li> <li>○ Explicit instruction to include faculty, staff and students in planning.</li> <li>○ Plan developed without any consultation of faculty senate. One faculty noted on signature sheet was surprised to see their name there, supplied some data but not asked to collaborate with planning/writing. Until 2 weeks ago no students noted on signature sheet. <ul style="list-style-type: none"> <li>▪ Comment that the student on signature sheet works in Student Services area. Is the input coming from a student perspective or from a staff perspective? Did the plan consult input from the student body as a whole?"</li> </ul> </li> <li>○ Reminder that student success, assessment/placement, and professional development are 10+1 areas for senate purview</li> <li>○ 3SP going to PaRC for first read on Wednesday 10/1, to Board of Trustees on October 6 agenda.</li> </ul> </li> <li>• Today is first that Academic Senate has seen/heard of 3SP.</li> <li>• Chancellor's office requires each campus have a 3SP coordinator, ours is Laureen Balducci. Unsure when/how appointment was made</li> <li>• There are two concerns: One is process. No collaboration among shared governance groups - can't happen again. <ul style="list-style-type: none"> <li>○ Faculty, students and staff (other than few student services staff) left completely out of loop</li> <li>○ No coordination between equity workgroup and 3SP group.</li> <li>○ Significant amount of money attached to 3SP. State requires all budget expenditures to be based on 3SP – if not in plan, cannot fund.</li> <li>○ Lengthy discussion: <ul style="list-style-type: none"> <li>▪ need for much better coordination across campus. Student success not limited to one place, requires coordination/cooperation among all areas and groups.</li> <li>▪ Document not written as a plan, but as a report</li> <li>▪ Required to use multiple measures in assessment/placement but not part of plan</li> </ul> </li> </ul> </li> </ul>			

- Student success relies on professional development for all groups, but professional development portion of plan written without input/collaboration. Not written as plan but as report of what is currently available. Lack of planning to include part-time faculty.
- Question about whether the College (Senate) could do anything before the 10/17 deadline.
- Question: What's the process for planning/allocating the 3SP budget?
- Question about why summer cabinet was not asked to collaborate? "Final draft" of 3SP was sent to Senate president August as information item.
- Noted difference in processes for Student Equity Plan and 3SP. Both templates arrived at campus on March 12, 2014. SEP developed with inclusion/participation of all stakeholders; 3SP developed with little/no input outside of a few student services administrators and staff.
- Second major concern: lack of overall planning/collaboration for student success efforts at college level.
  - Foothill participates in CCCSE survey of student engagement. Comprehensive data-driven practices for student success already available. 3SP developed without attention to what works. Missing major elements of student success efforts.
    - 3SP is an opportunity to make huge gains in student success, and we're missing opportunities. Campus-wide faculty, staff and students input essential.
    - Senators expressed desire for chance to provide input for revision of 3SP before approved. Foothill is allocated 2 million plus dollars for SSP, and comment that is isn't a 2 million dollar document.
  - Plan: will put 3SP into Google documents for comment. All invited to participate. Asked ASFC president to provide input. Need to have feedback by Tuesday, October 9 in order to incorporate it to revised 3SP document for PaRC consideration.

## 10. Committee Reports

- a. Academic Integrity
  - First meeting is tomorrow morning 9 a.m., Altos room
- b. Academic and Professional Matters (APM)
  - Hasn't met over summer, meets 10/24
- c. Chancellor's Advisory Council (CAC)
  - Also meets 10/24
- d. Commencement
  - Forward comments to Rich about what worked or not at commencement
- e. COOL
  - Kate talked about a COOL (newsletter?) and something about friends of COOL. Will be discussing work issues and how online courses could be better, how students can succeed. Foothill is an OEI pilot school.
- f. Curriculum Committee – Escoto
  - Curriculum meeting Tuesday October 11 at 2PM. Concerns: Cori retiring this year. Campus looking at a new curriculum course management system (to replace 3CMS?). Accreditation standards require SLOs on COR, must discuss how to implement at Foothill.
- g. Integrated Planning and Budgeting (IP&B)

- IP&B met over summer and worked on Program Review, updated PRC charge and annual PR template. Will be brought to PaRC for approval on October 15, 2014
- h. Professional Development – no meeting yet
- i. Student Equity
  - Student equity to meet tomorrow (9/30) at 2PM in 6506

**Attachment List:**

#9/29/14-1	Committees Table
#9/29/14-2	Draft Minutes: June 16, 2014
#9/29/14-3	Summer Senate Service Report
#9/29/14-4	Leadership History Memo
#9/29/14-5	Leadership Service Certificate 2013-2014
#9/29/14-6	3SP Draft