

Foothill College Academic Senate Meeting Minutes
Monday, June 15, 2015
2:00 P.M., Toyon Room

1. Call to Order	
The meeting was called to order at 2:02 p.m.	
2. Roll Call	
<p>Present: Steve Batham (BSS), Roseann Berg (PT rep '16), Robert Cormia (AS Secretary Treasurer '15), Lisa Drake (BSS); Jordan Fong (Fine Arts) Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15); Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Andrew LaManque (Administrative Liaison); Allison Largent (Classified Liaison); Debbie Lee (PSME), Richard Morasci (LA), Tobias Nava (CNSL); Josh Rosales (ASFC President); David Sauter (BHS); Katherine Schaefer (PT rep '15), Mary Thomas (LRC); Stephanie Tran (LA); Bill Ziegenhorn (Faculty Association Liaison).</p> <p>Guests: Judy Baker, Evelyn Chun, Brenda Davis, Kurt Hueg, Elaine Kuo, Breeze Wen Liu (new ASFC president), Cara Miyasaki, Judy Miner, Patrick Morriss, John Mummert, Alex Park (new student trustee) Bernata Slater, Phyllis Spragge, Denise Swett, Victor Tam.</p> <p>Absent: Lauren Hickey (KA), David Marasco (PSME), Kimberlee Messina (Cabinet Liaison), Rita O'Loughlin (KA).</p>	
3. Approval of Minutes: June 1, 2015	
Approved by consent.	
4. Consent Calendar	Action
<p>The following faculty appointments were approved by consent:</p> <ul style="list-style-type: none"> • <u>Canvas Migration Planning Group</u>: Andy Lee (CNSL); Lety Serna (CNSL); Carolyn Brown (FA); Konnilyn Feig (BSS); Hilary Gomes (FA); Kate Jordahl (FA); Kathryn Maurer (BSS); Allison Meezan (BSS); Simon Pennington (FA); Lori Silverman (PSME); Mary Thomas (LIBR); Sara Cooper (BHS) • <u>Transfer Center Coordinator Hiring Committee</u>: Simon Pennington (FA); Elaine Piparo (CNSL) • <u>Counseling Faculty Hiring Committees</u>: Lan Truong* (CNSL) • <u>Tenure Review Committees</u>: <ul style="list-style-type: none"> • Micaela Agyare: Kay Jones (LIBR) to replace Pam Wilkes (LIBR) • Celinda Miranda: Dolores Davison (BSS) to replace Melanie Hale (psych services) • Charles Witschorik: Debbie Lee – chair (MATH); Zach Cembellin (MATH) • <u>Chemistry Faculty Hiring Committee</u> – Don MacNeil (K A) • <u>Transfer Work Group 2015-2016</u> – Bernie Day, Kathy Denver, Simon Pennington, Elaine Piparo (F/W), Zach Cembellin, Debra Lew, Tobias Nava (F/S) <p>*hiring will be concluded before Lan transitions into dean position</p>	
5. Unfinished Business	
a. Five day exam schedule resolution	
<ul style="list-style-type: none"> • Concern about Friday as an exam day, but it is only for Friday-only classes and online classes that require a proctored exam. • BHS had concern about losing a day of instruction; legally this is not a problem because a final exam day is considered a day of instruction. • MSA Sauter/Batham. Passed unanimously with 14 in favor, none opposed. • FOLLOW UP ACTION NEEDED: Carolyn will share resolution with FA and De Anza. 	
b. Senate Summer Cabinet and Summer Stipend	
<ul style="list-style-type: none"> • A question about activities to be performed was answered by referring to the document Carolyn Holcroft presented at the June 1st meeting (approximately 60 hours, including work on the Educational Master Plan, hiring committee service, etc). • MSA Jordahl/Lee, 14 in favor, none opposed. • FOLLOW UP ACTION NEEDED: None. 	
6. New Business	

c. College Vision for Shared Governance

- Carolyn invited President Judy Miner to share her perspective on shared governance.
- Judy noted that we have processes and structures in place, but they must be tested over time for their integrity. For example, in the case of relocating Transfer Center, administrators learned the importance of full, fair, and consistent participation. The question of the Transfer Center location has been delegated to the new dean of CNSL, and she will conduct discussions with stakeholders in the fall.
- Judy reaffirmed her commitment to honor process and invited faculty to call administrators when there are questions about issues that affect their lives and the lives of students.
- Carolyn asked, when stakeholders do not agree, what is the process for working through differences to arrive at a positive outcome? Judy answered that there needs to be enough time for dialog among all the concerned parties (no rushed decisions), important to set a larger context for each issue, final decision may be a combination of different ideas. Respect for everyone's professionalism is important.
- Debbie Lee asked about emergency hires, which are treated separately from program review and thus not compared with the needs of other departments. Judy responded that we need to better articulate the process for emergency or out-of-cycle requests.
 - In cases where accreditation for a program is at stake or there are not enough PT faculty to teach high-demand classes, she considers an out-of-cycle hire high priority;
 - Judy also sometimes adds a position when hiring results in more than one outstanding finalist, but she consults with Bernata to make sure we can afford the additional FTEF and with PaRC to confirm the need for an additional position; she discussed in particular the rationale for recent extra hires in business and computer science.
 - Judy feels she owes us a rationale for anything outside the normal process.
- Bill Ziegenhorn: A major issue that has come up in EMP planning has been communication. Renovation of library is an example – many people don't know when it will reopen or how space will be used. Town halls seem to be a good way to share information. On the other hand, the question of whether to change our course management from Etudes to Canvas is an example of multiple opportunities to find out about an upcoming change and offer input. Town hall meetings seem to be a good way to communicate, and Judy invited us to suggest topics for town halls.
- Evelyn Chun asked about the change in the Director of Student Activities position, now spending 50% time in counseling and less available for student leaders in ASFC. What would be a positive process for students to weigh in on this decision? Judy answered that the District is in negotiation with FA, so this decision is not final. Students can share their concerns in this matter with Denise Swett. Chun suggested that a good way to communicate with students is by faculty announcements in classes once a week or once a month.
- Kate Jordahl: How to repair damaged trust? For example, when asking for input about changing to Canvas, she encountered mistrust and perception that the decision had already been made. How can we regain people's trust that the shared governance system works?
- David Sauter complimented Foothill and the administration on doing many things well with outstanding reliance on faculty in matters like curriculum and programs, but would like to see us move back to a more collegial decision-making process in other issues.
- Phyllis Spragge: Responding to Judy's comment about allied health programs being small and expensive, she iterated the need for intensive one-on-one instruction in these fields and that they run as tight a ship as possible; it's not always about which program has the most enrollment; these programs are a vital part of our mission.
- Debbie Lee: She asked about the Title IX officer we are required to have by June 30; Judy answered that Pat Hyland will be in this position; for now Denise Swett will handle discipline issues, and more information will be available in the fall.
- Carolyn suggested a common theme of this discussion is that we have solid processes in place for normal circumstances, but issues that challenge trust and collegiality are ones that arise outside the normal planning process, often requiring quick action and tempting to address

them in isolation. To repair trust, how can we work together to establish the habit of stopping to ask, if issue had arisen during “normal” decision-making cycle, what would process have been? Use that to determine who should be involved in such a decision and what process should be? Judy answered that she will be more intentional about timing and thinking through the big picture, asking who will be affected and who needs to be involved. Need to work together to develop a plan to handle issues that don’t immediately lend themselves to “normal” processes.

- **FOLLOW UP ACTION NEEDED:** Members of IP&B (Carolyn Holcroft, Kimberlee Messina, Andrew Lamanque, Simon Pennington, Cara Miyasaki) to continue discussion. Their charge and agenda for the summer will be discussed at the next PaRC meeting.

d. Dental Hygiene Baccalaureate Degree

- Phyllis Spragge reviewed our pilot program.
- Community colleges in several states already confer baccalaureate degrees. Reasons to offer in CA: workforce needs, relieve overcrowding at four-year colleges., and careers in health care and law enforcement are moving to require the baccalaureate degree as entry to the profession.
- Foothill is one of 15 districts that will participate in the pilot.
- Annual reports will be shared with the state chancellor’s office and can also be shared on campus; Phyllis is happy to work with other faculty who may eventually offer a baccalaureate degree.
- At Foothill, there will be two separate cohorts: AS transition to BS degree and bachelor’s completion degree (for students who already have an AS degree). ACCJC already approved our substantive change proposal.
- Financial aid will be available, and a differential fee (kept local to the college) will support the program and professional development.
- Phyllis was applauded for all the work she has done to make this pilot possible, which will reflect well on Foothill.
- **FOLLOW UP ACTION NEEDED:** none.

7. Committee Reports

Discussion/Action

- Academic Integrity: Will hold planning meeting in the fall.
- COOL
 - Canvas Migration Committee will meet tomorrow at noon in the Toyon Room; three courses will pilot use of Canvas in the fall; timeline will depend on Canvas to develop a migration tool and for ETS to integrate Canvas with Banner. Send Judy Baker your questions for the new FAQ she’s planning.
 - COOL will also meet tomorrow to discuss hybrid classes.
 - Kate will be in Florence for Campus Abroad in the fall; Kathryn Maurer will chair COOL in her absence, and Simon Pennington will take Kate’s place on academic senate.
- Student Equity: Met June 11. Presentation from students who want an ethnic studies program, will look at transfer degree coming up in that area. Discussed timeline for revisions to our Student Equity Plan (waiting for new form from the state) and the group approved a motion charging a subgroup of SEW members to work on revisions over the summer. We need to expand our targeted groups. Will be meeting again in September before Opening Day. Feedback from the state is available; ask Carolyn if you’d like to see it.
- Assessment and Placement Ad Hoc Committee
 - [Retesting policy](#) revision expected to pass PaRC on Wednesday.
 - EAP scores accepted by math department (early assessment placement tests that high school students take).
 - Next big item on agenda for fall: multiple measures.
- Curriculum Committee:
 - Plans for coming year to be discussed tomorrow. Will also discuss ADT reciprocity process.
 - 11 transfer degrees have been approved with 24 more in the queue.

<ul style="list-style-type: none"> • Andrew confirmed that SLOs will be migrated to course outlines of record this summer, probably in July. <p>f. Commencement: John Fox will be the commencement speaker, and everyone is encouraged to attend. It's the most important thing we do! If you don't have regalia, it's available to borrow in the bookstore. Reception in Toyon before the ceremony. APAN celebration is 2-4 that day. At the transfer celebration three faculty were chosen as transfer-friendly faculty, including Lisa Drake.</p> <p>g. PaRC:</p> <ul style="list-style-type: none"> • Met 6/3/15: draft minutes; note faculty/staff hiring priorities discussed • Ed Master Planning group met 6/10/15: agenda, group will develop a rough draft during the summer, let Carolyn know if you want to participate or just lurk. • Next meeting 6/17/15: agenda, includes additional emergency hire requests • Fill out governance survey. <p>h. Student Learning Outcomes Coordinators: Will meet tomorrow; they are considering creating a SLO committee.</p> <p>i. 3SP Advisory Committee: met June 8. Discussed the feedback from the state re: our 3SP Plan. Waiting for template for revisions. Will meet during the summer and ask stakeholders for feedback in September.</p> <p>j. Treasurer's Report:</p> <ul style="list-style-type: none"> • Lisa Drake audited our books last week. • We are in good shape due to to judicious spending, donations from Judy Miner, and increased dues. Balance dropped only \$1250 this year and projected to drop \$1500 next year. • Carolyn read a resolution recognizing and thanking Robert Cormia, who completes his service as Secretary/Treasurer this month. He has served in this capacity for four two-year terms since 2004. Resolution approved by acclamation! • Robert thanked the Senate for their trust and confidence, and especially Mary Thomas who assisted him during winter and spring quarters, accommodating scheduling conflicts. • FOLLOW UP ACTION NEEDED: Committee chairs to send their reports to Cormia (for accuracy) immediately following senate meeting. 	
8. Part-time faculty report out from Leadership Institute	Information/Discussion
<p>a. Katherine Schaefer: Leadership Institute was a good opportunity to learn how Senate functions at the state level, about Title 5 and the Education Code, plenary sessions and how to author resolutions.</p> <p>b. Roseann Berg: It was a good opportunity to meet faculty from other colleges and get a different perspective on how things are done; she feels more enthusiastic and confident about being a faculty leader on campus and statewide.</p> <p>c. Alan Daley was grateful for the opportunity to attend and learned a lot about what the Academic Senate is and does, the Ed Code and Title 5, current issues facing the statewide Senate (diversity in faculty hiring, equity, budget, legislation), writing and voting on resolutions. He feels more confident about volunteering to participate in the future, recommends it for any faculty.</p>	
9. Announcements (limited to 3 minutes, Senate cannot take actions)	Information
<p>a. Spring planning retreat: June 19th, 2 – 4:30 p.m. at Lisa Drake's home (a lounge in her building). Let Carolyn know if you are able to attend. Campus faculty leaders (e.g. work group tri-chairs) will also be invited to attend. RSVP.</p> <p>b. Tenure committee appointments – when you determine who will serve for new faculty in your division, let Carolyn know ASAP.</p> <p>c. The 2015 – 2016 Senate meeting schedule is available (listed at the bottom of the agenda). Let Carolyn know if there will be a change in representation for your division. Kathryn Maurer will</p>	

represent BSS in fall and Sam Connell in winter/spring. Meredith will be back as FA rep.

- d. The library offers online access to the Chronicle of Higher Education; there is a link on the library's [Databases by Subject page](#), and instructions are attached for creating an account and accessing on any device. Find a link to a [remodel FAQ](#) on the library homepage, and like the Foothill College Library on [Facebook](#) to get updates.

10. Adjournment

The meeting was adjourned at 4:18 p.m.