

Foothill College Academic Senate Meeting Minutes
Monday, April 13, 2015
2:00 P.M., Toyon Room

Call to Order	
The meeting was called to order at 2:08 p.m. without a quorum; quorum at 2:18.	
1. Roll Call	
<p>Present: Steve Batham (BSS), Roseann Berg (PT rep '16), Robert Cormia (AS Secretary Treasurer '15), Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15); Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Andrew LaManque (Administrative Liaison); Debbie Lee (PSME), Kimberlee Messina (Cabinet Liaison), Richard Morasci (LA), Tobias Nava (CNSL); Sandhya Rao (PSME, subbing for Marasco); Josh Rosales (ASFC President); Katherine Schaefers (PT rep '15), Mary Thomas (LRC); Stephanie Tran (LA); Bill Ziegenhorn (FA Liaison).</p> <p>Guests: John Fox (AIC Chair); Teresa Ong (DRC); Thom Shephard (Testing Center).</p> <p>Absent: Lisa Drake (BSS); Craig Gawlick (Classified Liaison), Lauren Hickey (K A), David Marasco (PSME), Don MacNeil (K A) David Sauter (BHS), Guido Bordignon (BHS)</p>	
2. Approval of Minutes: March 23, 2015	
Revised to reflect the correct numbers from the FA election. Approved by consent.	
3. Consent Calendar	Action
<p>The following faculty appointments were approved by consensus:</p> <p><u>Hiring Committee</u> – Systems Librarian: Micaela Agyare (LRC), Kay Jones (LRC), Mary Thomas (LRC).</p> <p><u>Hiring Committee</u> – Men's Basketball coach position: Tom Liner (K A)</p> <p><u>Tenure Review Committees:</u></p> <p>McCormick – ESL: Tess Hansen (Engl) to replace Diane Uyeda (PDL '15-'16). (Morasci to assume chair in place of Hansen).</p> <p>Ha (TLC) – Hilda Fernandez (Engl) to replace Najwa Jardali</p> <p><u>Title IX Deputy Investigators:</u> David Marasco (Phys); Shirley Treanor (Resp)</p> <p><u>Curriculum Coordinator Hiring Committee:</u> Isaac Escoto (CNSL), Bernie Day (articulation)</p> <p><u>Student Learning Outcomes Coordinator for Language Arts Division:</u> Stephanie Tran.</p>	
4. Unfinished Business	
a. Faculty/Staff lounge for meditation area	
<ul style="list-style-type: none"> BEST has had difficulty finding a place for Muslim students to pray (most colleges label this as a meditation space); at last meeting proposed allocating a portion of the faculty lounge area for this purpose. Feedback from constituents: none reported. MSA (Thomas/Cormia) to allocate a portion of the faculty lounge area for a meditation space. FOLLOW UP ACTION NEEDED: Holcroft to let Pat Hyland/BEST know about the senate's support 	
b. Program Review Process follow up	
<ul style="list-style-type: none"> PSME would like the annual program review to be trimmed (it's too similar to the comprehensive program review). PSME would also like for each department to be able to meet with the VP to make the case for their resource requests, Messina concerned about the volume of meetings that would entail. Faculty concern that this process would benefit those most skilled at making verbal arguments; need should continue to be articulated in writing in the program review documents Messina suggested that faculty provide additional feedback through the governance survey. Tension between requests to improve the program review template and frustration that it changes every year. Foothill's template was developed to best meet accreditation requirements; IP&B reviews/revises the templates every summer based on feedback from faculty and staff. Comments that faculty do a lot of work on program review, but see little benefit in terms of 	

<p>faculty and resource requests being granted.</p> <ul style="list-style-type: none"> Remind constituents should forward requests for specific action(s) on the part of the senate if/when desired, but the senate will consider the discussion concluded for the time being as there are no such requests at this time. FOLLOW UP ACTION NEEDED: Senators to remind constituents to prove feedback via the annual campus governance survey, and of the opportunity to request the senate take specific action if desired.
5. New Business
a. Testing Center Accommodations
<ul style="list-style-type: none"> Teresa Ong, Thom Shepard, and John Fox attended in order to hear faculty concerns about possible academic integrity violations at the Testing Center. Shephard reported only six cases of cheating have been forwarded to the Dean of Students in the past eighteen months; Lee responded that reported cases might not reflect how much cheating actually occurs. Fake IDs have been a problem (students taking exams for other students). Signs posted to encourage integrity (Foothill's core values and "It's not worth it to cheat"). Staff accommodate different faculty requests; what might seem like cheating to one instructor is standard operating procedure for another. Such disparate allowances may look like an integrity violation (students might be allowed to bring in notecards, use a laptop, or take a five-minute break every two to three hours). Staff investigating potential use of security cameras. Faculty concern that Testing Center is configured in a way that limits line of sight; Thom responded that their program review discusses this problem, along with the need for more staff. <ul style="list-style-type: none"> Staff do the best they can within constraints of space and staffing. They administer 20-30 tests per day, but 100 or more during finals. Getting exams from faculty in a timely manner has been a problem, especially during finals. Call Thom at x7163 with concerns or questions. Call Teresa if any problems with Clockworks. FOLLOW UP ACTION NEEDED: Senators to communicate importance of providing exams to Testing Center well in advance, as tracking down exams at the last minute can reduce time staff able to proctor students
b. Senate Officer Elections
<ul style="list-style-type: none"> All three open positions have one nominee: <ul style="list-style-type: none"> VP/CC Chair - Isaac Escoto Sec/Treas - Patrick Morriss Senator for PT- Katherine Schaefers Move to elect these faculty by acclamation (M/S) Nava/Jordahl. FOLLOW UP ACTION NEEDED: None. Potential constitutional changes will be addressed next year.
c. Classified Staff Appreciation Week
<ul style="list-style-type: none"> The President's Office hopes to show support / applause / celebration of our classified staff across campus during the Classified Appreciation Week. Pending funding, they will have an activity each day, would love to have faculty participation. <ul style="list-style-type: none"> Open to faculty joining as hosts or helping hands in any/all events listed on the DRAFT schedule that was distributed Also open to other ideas faculty might have for this celebration week FOLLOW UP ACTION NEEDED: Share info with constituents and solicit their participation and/or ideas.
d. Student Learning Outcomes and Accreditation: meeting standard I.B.6.
<ul style="list-style-type: none"> New accreditation standards require us to disaggregate and analyze learning outcomes and achievement for subpopulations of students, and when the institution identifies performance

gaps, to implement and evaluate strategies to mitigate those gaps. We need to be competent at doing this by our next accreditation visit.

- Holcroft noted ASCCC passed resolution (2.01 S15: Disaggregation of Student Learning Outcomes Data) tasking ASCCC to facilitate conversation in the field (through Rostrum articles, breakouts, etc.) about how colleges can meet/exceed this standard; expect dialog beginning in Fall
- Ramifications: every SLO will need to be assessed and reported for each student; data will be disaggregated by name/SID and analyzed by population subgroup by Institutional Research, then faculty will analyze it at the program review level.
- A few colleges have already integrated this into grade reporting applications.
- Banner might be an approach; the new Canvas CMS might also support this.
- It would be useful to discuss the connection between a course grade and achievement of a student learning outcome (a student might get an A in the class, but not achieve a SLO or conversely, achieve a SLO and fail the class).
- Will need professional development.
- Inclusion of all faculty, including part-time faculty, is paramount.
- This could raise/highlight issues with instruction and the achievement gap.
- **FOLLOW UP ACTION NEEDED:** Notify constituents of this standard, solicit their ideas, and inquire how much change it will require. What kind of professional development would they like?

e. Student Success Data: Late Adds

- Postponed until April 23, 2015 meeting; Kuo will have data by then
- **FOLLOW UP ACTION NEEDED:** None

f. ASCCC Plenary: follow up items

- Attended by Escoto/Holcroft/Berg/Schaefers
- No burning issues, but Holcroft will distribute final resolutions information as soon as available from ASCCC.
- Anticipate handbook re: effective practices for preventing/handling academic dishonesty (jointly developed, to include ASCCC & CCCCO)
- Holcroft, Escoto and Berg spoke about the benefit of interacting with other faculty leaders.
- Session materials available at: <http://www.asccc.org/events/2015-04-09-070000-2015-04-11-070000/2015-spring-plenary-session-0>
- Positive response to attendance of our part-time faculty.
- **FOLLOW UP ACTION NEEDED:** None

6. Officer and Committee Reports	Information
<ul style="list-style-type: none"> • Reports document was emailed to senators. • Common Assessment Initiative has been pushed back till Spring 2017. • Transfer Center: there is discussion about moving it. • Cormia announced Senate bank account balance is about \$21,000 • Equity Work Group is hosting “Beyond Diversity” seminar next week; about 55 people are registered to attend, including Judy Miner. • FOLLOW UP ACTION NEEDED: Senators tasked with distributing the reports document to their constituents 	

7. Announcements (limited to 3 minutes, Senate cannot take actions)	Information
<ol style="list-style-type: none"> a. DRC new accommodations approval/ booking system: “Clockworks” <ul style="list-style-type: none"> • Launched April 1 • Training for faculty from 12-2PM on: April 16,17 (DRC - 5400) b. ASCCC has many listservs to help faculty stay informed and allow for discussion of concerns. All are open. Visit http://www.asccc.org/signup-newsletters; distribute this info to constituents. If you would like to serve on an ASCCC committee, apply at the ASCCC website 	

and feel free to ask Foothill officers if you have questions or need help.

- c. Office 365 (Cormia): FHDA is moving from Office 13 to this service, which lets users store data in the cloud; Outlook will look the same.
- d. Denise Swett asked Holcroft to reinforce message about workshops on sexual violence and testing accommodations.
- e. Commencement: the students generated a list of nominations for faculty speaker; we culled part-time faculty, non-tenured faculty, faculty who have recently spoken, and instructors who are otherwise unavailable; Morasci will return the revised list to the students.

8. Adjournment			
The meeting was adjourned at 3:50 p.m.			