

Foothill College Academic Senate Meeting Minutes
Monday, May 11, 2015
2:00 P.M., Toyon Room

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| 1. Call to Order | |
| The meeting was called to order at 2 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); Debbie Lee (PSME), David Marasco (PSME), Kimberlee Messina (Cabinet Liaison), Richard Morasci (LA), Tobias Nava (CNSL); Rita O'Loughlin (K A); Josh Rosales (ASFC President); David Sauter (BHS); Katherine Schaefers (PT rep '15), Mary Thomas (LRC); Stephanie Tran (LA); Bill Ziegenhorn (Faculty Association Liaison)</p> <p>Guests: Judy Baker, Bernie Day, Joe Moreau</p> <p>Absent: Craig Gawlick (Classified Liaison).</p> | |
| 3. Approval of Minutes: April 27, 2015 | |
| Approved by consent. | |
| 4. Consent Calendar | Action |
| <p>The following faculty appointments were approved by consensus:</p> <p><u>Basic Skills Committee Faculty Tri-Chair for 15-16:</u> Teresa Zwack</p> <p><u>Student discipline/grievances due process pool:</u> Leslie Dauer (LA); Carolyn Holcroft (BHS); David Marasco (PSME); Debbie Lee (PSME)</p> <p><u>Chemistry (FT Faculty) Hiring Committee:</u> Kathy Armstrong (Chem); Richard Daley (Chem)</p> <p>Approved by consent.</p> | |
| 5. Unfinished Business | |
| a. COOL – Online Course Standards resolution | |
| <ul style="list-style-type: none"> The goal of the resolution is to accept the OEI standard as our “gold standard” for online courses and our already existing online addendum form as the minimum standard, allowing individual divisions to set standards for their division. Each division curriculum committee would be tasked with developing their division-specific standards. In our accreditation self-study we will need to provide information about how we assure the quality of online courses. Kate has received very little feedback in the last two weeks. There was concern that added responsibility for division curriculum committees would be burdensome. Concern that division curriculum committee members have not been made aware of the proposal, and that the college curriculum committee has not yet had official discussion. Suggestion to add language to clarify intent that the OEI standard would be more than a guide, that it would be the highest standard that we aspire to. FOLLOW UP ACTION NEEDED: Send Kate suggestions for revising the resolution in the next 24 hours and she will send a revision to all the senators. Isaac Escoto will add to the CCC agenda for discussion on May 19, 2015. Senators should specifically share resolution with their division curriculum reps and explain what is being proposed to get their feedback. Resolution will be on the agenda as an action item for June 1 senate meeting. | |
| b. Program Review Process: Transfer Center Follow Up discussion | |
| <ul style="list-style-type: none"> Officers Robert Cormia and Carolyn Holcroft met with Judy Miner to discuss concerns about the governance process related to the decision to move the transfer center from 8300 to 5400 and requested that the move be put on hold until all stakeholders had been allowed to offer formal input. The program review process is foundational in shared governance, and Judy says that she is committed to a process that is inclusive, transparent, and consistent with shared governance. | |

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| | <ul style="list-style-type: none"> Escoto brought program review process concerns as a procedural item to PaRC meeting on May 6th. Discussion proceeded to include the proposed transfer center move. Important to note that Senate's concerns shared with PaRC were specifically about program review process. IP&B will review process this summer; concern over proposals appearing in an administrative program review without stakeholder input early in the process. Faculty are also encouraged to contribute feedback about shared governance to the Education Master Plan. FOLLOW UP ACTION NEEDED: Judy will come to our meeting on June 17 to share her vision for effective shared governance. |
| c. | <p>Late enrollment and student success</p> <ul style="list-style-type: none"> Discussion following up on Elaine Kuo's report on late enrollment at our last meeting; we know that students who add late are less likely to succeed. We ask that faculty not give out add codes without careful consideration of the recognized risk of increased chance for failure/withdrawal. Question raised about success of students who register two weeks before class (as opposed to when registration opens). FOLLOW UP ACTION NEEDED: Debbie Lee interested in studying relationship between time of enrollment vs. student success (i.e. students who participate in early enrollment vs. those who register in the last two weeks before the term begins.) |
| d. | <p>Final exam schedule update (Lee)</p> <ul style="list-style-type: none"> Foothill Academic proposed a detailed five-day exam schedule, which was vetted by our academic senate pending adoption of a five-day schedule across the district. De Anza has not come up with a schedule they like yet so have delayed a vote of full faculty whether to move to a five-day finals schedule. This change must be approved by faculty district-wide, so it can't go to a vote until De Anza is on board. FOLLOW UP ACTION NEEDED: Bill will ask FA if we can vote to approve the five-day schedule and let De Anza establish their own schedule at their convenience. |
| 6. New Business | |
| e. | <p>District Social Media Guidelines</p> <ul style="list-style-type: none"> Distributed electronically with the committee reports two weeks ago, and again with the agenda for this meeting. APM agreed last fall that we should have guidelines on how to use social media effectively in representing the district and responsibly to protect student privacy, as well as protect the Foothill brand and protect faculty from potential liability or the stress of dealing with student complaints. The proposed guidelines were first reviewed by APM in March, revised, and brought back to APM in April. APM vetted them and sent to CAC for a first read on April 17; CAC is likely to approve them at their next meeting on May 22. De Anza's Academic Senate was concerned about implications for academic freedom. FOLLOW UP ACTION NEEDED: Make sure your constituents see the guidelines and submit concerns ASAP to Judy Baker and Carolyn Holcroft. |
| f. | <p>District Mission Statement</p> <ul style="list-style-type: none"> Because we're adding a baccalaureate degree, we need to revise the district mission statement to comply with accreditation standards. The revision (distributed electronically with the agenda for this meeting) was discussed at PaRC; people were concerned that the revision diluted the focus on student success. Andrew LaManque and Carolyn Holcroft proposed revisions. Concern expressed about international students; they provide valuable income, but are not mentioned in the mission statement. FOLLOW UP ACTION NEEDED: Carolyn will send out the latest version with the minutes; senators charged with distributing it to constituents for feedback. |
| g. | <p>Curriculum Management System Needs</p> <ul style="list-style-type: none"> CMS Committee is reviewing our current system (C3MS) and looking at other systems; it has identified key needs in a system. The list was shared and senators discussed possible |

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| <p>priorities.</p> <ul style="list-style-type: none"> • FOLLOW UP ACTION NEEDED: Senators to share list of key needs with constituents and ask for their top priorities. Send feedback to Isaac Escoto and Andrew LaManque. | |
| 7. Committee Reporting Process | Discussion/Action |
| | <ul style="list-style-type: none"> • Discussion about change from oral reports during the meeting to written reports; it's important to have timely information and an opportunity for discussion, but also to have accurate information, e.g. web links. • Carolyn advocated for written reports due to the full schedule of business for meetings; even with short reports (3 minutes each) the oral committee reports often take about 30 minutes of meeting time. This may limit our ability to attend to other important business in a timely manner. • It was decided to have a committee "report out" at the very beginning of each meeting, limited to 3 minutes for each committee. The secretary will get committee reports and include in the minutes for accuracy. • FOLLOW UP ACTION NEEDED: Committee chairs to send their reports to Cormia (for accuracy) immediately following senate meeting. |
| 8. Announcements (limited to 3 minutes, Senate cannot take actions) | Information |
| | <ul style="list-style-type: none"> h. Secretary/Treasurer's Report: We requested funding in our program review to subsidize regalia for newly tenured faculty, but this would be legally considered a gift so OPC subsequently ranked the request low. Consequently, the Senate will absorb this expense of \$2000. We expect to finish the year with a balance of \$19,000, thanks to the president's generosity in paying for our statewide dues and assistance with conference expenses. i. We need to compile a list of faculty willing to serve in the student due process pool; faculty who participate must realistically expect to use Outlook. Lisa Drake, Richard Morasci, and Bill Ziegenhorn volunteered. Let your constituents know they need to their name forward now even if they had previously volunteered in the past. j. Please distribute C-ID newsletter. k. COOL will meet tomorrow to discuss recommendations on course management system. l. David Marasco is part of the NASA program and will miss the next Senate meeting because he will be aboard SOFIA (the Stratospheric Observatory for Infrared Astronomy). m. The Courageous Conversations: Beyond Diversity seminar was a good starting point to discuss race and equity on our campus. How do we achieve equity in our classrooms? How do hear from students about what they need? Student Equity Workgroup will discuss how to keep this conversation going at their next meeting. The seminar will take place again in the fall for people who missed it. n. Richard Morasci raised the need for a master plan for emergencies. It's been two years since the active shooter drill. o. Ongoing discussion about the dental hygiene bachelor's degree; Phyllis will update the Senate before the year is over. p. Academic Integrity Committee workshop on NoodleBib and Turnitin will take place Wednesday, May 27th, 1 – 2:30. |
| 9. Adjournment | |
| The meeting was adjourned at 3:58 p.m. | |