

Foothill College Academic Senate Meeting Minutes
Monday, June 1, 2015
2:00 P.M., Toyon Room

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); Lauren Hickey (KA), Carolyn Holcroft (AS President '16), Mary Holland (PSME), Kate Jordahl (F A), Andrew LaManque (Administrative Liaison); Debbie Lee (PSME), Mary Holland (PSME), Kimberlee Messina (Cabinet Liaison), Richard Morasci (LA), Tobias Nava (CNSL); 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, Heather Garcia (new Foothill Online Learning instructional designer), David Ulate, Justin Schultze (new instructional services coordinator replacing Craig Gawlick).</p> <p>Absent: Allison Largent (Classified Liaison); David Marasco (PSME),</p>	
3. Approval of Minutes: April 27, 2015	
Approved by consent (Sauter/Lee).	
4. Consent Calendar	Action
The following faculty appointments were approved by consensus:	
<ul style="list-style-type: none">• Student discipline/grievances due process pool: Richard Morasci (LA); Lisa Drake (BSS);• Integrated Planning & Budgeting Committee: Cara Miyasaki (BHS); Simon Pennington (FA)• Approved by consent.	
5. Unfinished Business	
a. Course Management System: Discussion, 1st read	
<ul style="list-style-type: none">• Kate Jordahl presented the recommendations from COOL: http://www.foothill.edu/senate/documents/2014-15/Spring_15/COOL_RecommendationsCMS.pdf• The Senate charged COOL with making a recommendation for a CMS, and after six open town hall meetings, three division meetings, and a faculty survey, COOL and Friends of COOL recommend Canvas by a significant margin for the reasons listed in the document above.• Canvas promises to create a migration tool to convert courses from Etudes to Canvas, but there will not be an exact match between the two systems. A significant dedication of human resources will be required from Foothill Online Learning and online faculty. This is a good time to reflect on online course content, design, pedagogy, etc.• Anonymous faculty evaluations are not available in Canvas, but would be handled through a third-party vendor.• Foothill College has just renewed our Etudes contract for one year (not three years, as had been previously mentioned as a possibility).• Because there have already been many opportunities for input, senators didn't find it necessary to go back to constituents for further feedback. Motion to accept the recommendation to adopt Canvas and charge Jordahl/Baker with bringing a plan to form group to discuss a migration timetable and process at the next meeting on June 15, 2015. (MSA Batham/Lee).• FOLLOW UP ACTION NEEDED: Judy suggested that she and her staff work with ETS during the summer to identify factors in the migration. Jordahl to bring details about migration planning group back to senate on June 15.	
b. COOL - Online Course Standards resolution	
<ul style="list-style-type: none">• Third read of online course standards resolution: http://www.foothill.edu/senate/documents/2014-15/Spring_15/DRAFT_ResolutionOnlineCourseStandards_forJune1.pdf.	

- COOL recommends adopting the OEI Online Course Review Rubric (oei-ocdr_r1-20150501-2.pdf) as the gold standard for evaluating online classes and the Addendum to the Course Outline of Record Course Approval Application as the minimum baseline.
- Each division is to develop its own guidelines. A division may decide to recommend different guidelines for different departments within the division (e.g. math and physics can require proctored exams for online courses, but computer science does not have to).
- Faculty will not be monitored for adherence to the guidelines.
- Motion to adopt resolution MSA (Batham, Berg) with one nay vote (Sauter - BHS).
- **FOLLOW UP ACTION NEEDED:** Senators to ensure their division curriculum committee members are aware that the resolution passed and that they know they need to develop division-specific guidelines to bring back to academic senate no later than February 2016.

c. Enrollment management concerns

- Follow up discussion of concerns regarding impact of prioritizing enrollment for students who enroll full-time. (Initial discussion at March 23 meeting.)
http://www.foothill.edu/senate/documents/2014-15/Winter_15/Enrollment%20Management%20Discussion.docx
- David Ulate here from District Institutional Research to discuss concerns and timeline for data collection and review.
- Data is being collected this year, will be analyzed during the summer (e.g. how part-time vs. fulltime enrollment affects success of underrepresented students), and presented in the fall.
- Questions:
 - Math faculty noticed that with the new priority system, higher-level classes filled within hours, so part-time students didn't have a chance to enroll in them. What happened to those students?
 - What is the composition of students on wait lists?
 - What about student who might have enrolled, but couldn't find a class that fit their restricted schedules?
 - How many more students would we capture if we could add more sections (students who don't even bother signing up on a wait list).
 - Is there a way to make exceptions for part-time students who could document special needs? There is an appeals process that follows strict Title 5 guidelines; appeals are based on extenuating circumstances (e.g. an illness).
 - LaManque: keep in mind that any system of enrollment priorities will privilege certain students over others, and it's hard to understand the impact of policies on students as the students change year to year and even quarter to quarter.
- **FOLLOW UP ACTION NEEDED:** Email David Ulate if you have additional suggestions for analysis. Ulate to return in the fall with data analysis for discussion.

d. Curriculum Management System

- Curriculum Committee considered whether we should continue with our current system (C3MS) or choose another vendor. At this time they've agreed to give the college webmaster a chance to update and enhance C3MS, beginning with the top four changes desired by faculty:
 - comparison window (old course and revised course)
 - strip formatting from other sources
 - external form integration and storage
 - single sign-on
- The goal is to have these in place by the end of Fall quarter. If this approach doesn't work, Curriculum Committee will revisit the decision in Winter 2016.
- **FOLLOW UP ACTION NEEDED:** Senators communicate this information to constituents.

6. New Business

e. Foothill's Educational Master Plan: <http://www.foothill.edu/president/parc>

- After consultants gathered input from faculty, staff, and the community, PaRC met for a daylong retreat on May 6 and drafted over a dozen strategic initiatives. Ultimately, this list will be pared down to three to five.

- Some of the rich conversation was lost in the document; for example, diversity is missing (inadvertently left out in the course of word-smithing).
- College community now has opportunity to provide feedback on the goals (through this Friday, June 5). Town hall meeting on Thursday, June 4 from 12-1PM in the Toyon Room. Online feedback also available, <http://irp.fhda.edu/cgi-bin/rws5.pl?FORM=EMPinput>
- Draft to be developed during summer. In Fall, campus community to review draft and provide feedback.
- **FOLLOW UP ACTION NEEDED:** Share opportunities for feedback with constituents ASAP. Carolyn will ask Casey to send a calendar invitation for the town hall on Thursday.

f. Five-day final exam schedule: resolution

- In February (2/9/15) senate voted to adopt proposed five-day schedule pending movement to a five-day final calendar (FA). Still confusion in district re: action Foothill faculty would like. Holcroft drafted resolution to formally express what we're asking for.
- FA liaison will help negotiate with De Anza; our schedules might not be identical.
- **FOLLOW UP ACTION NEEDED:** senators charged with distributing it to constituents for feedback. Will be an action item on June 15, 2015 agenda.

g. Institutional Effectiveness Goals

- Holcroft reviewed PowerPoint on Institutional Effectiveness Partnership Initiative from chancellor's office
- Goals are to enhance system's ability to serve students effectively and reduce accreditation/auditing sanctions
- We at Foothill need to set indicators/goals:
 - Accreditation: Goal = Full accreditation
 - Compliance = full compliance with state and federal guidelines
 - Fiscal viability = district to set ending fund balance goal
 - Student performance and outcomes goal = up for discussion here
 - Most colleges will set a goal for course completion rate using scorecard data (available on chancellor's website)
 - What should our short-term and medium/long term goals for student success be? In other words, how many more students need to be successful to meet our goal? At this point, we only need to set a goal and take steps to meet it; there's no penalty if we don't meet the goal.
 - Comments about need to be aspirational but realistic
 - What is a realistic success rate, given natural attrition, under-prepared students, etc.
 - Is 77% acceptable? (The average for the last five years was 76.8%) Senators agreed that approximately 77% is acceptable and Escoto/Holcroft can bring this back to PaRC.
- **FOLLOW UP ACTION NEEDED:** Holcroft/Escoto to relay academic senate discussion to PaRC.

h. Summer Cabinet/Stipend

- Academic senate reviewed document proposing we delegate authority to the Summer Senate Cabinet (Carolyn Holcroft, Isaac Escoto, Patrick Morriss and others as available) and provide Carolyn with a stipend of \$3000 for approximately sixty hours of work. The stipend comes from our B budget. Officers will report on activities in the fall.
- David Marasco, Katherine Schaefers, Steve Batham, and Tobias Nava volunteered to serve on summer cabinet.
- **FOLLOW UP ACTION NEEDED:** Senators ask constituents for feedback about proposal. Anticipated action at June 15, 2015 senate meeting.

7. Committee Reports

Discussion/Action

2. Committee reports:
 - a. Senate budget: The balance is approximately \$21,500, which is higher than expected. Robert will present a budget report at the next meeting.

- b. Academic Integrity: Workshop on NoodleBib and Turnitin last week, poorly attended, may be offered again in fall quarter, but earlier in the quarter. Debbie Lee mentioned cheating rings that use fake IDs for placement tests. Question: how do online faculty verify student identity? Facial recognition technology is a possibility (e.g. It's Me Check).
- c. COOL is revisiting hybrid classes, rewriting guidelines and how they can better address flipped classes.
- d. Student Equity: Met May 27. Discussed possible need for campus-wide equity coordinator. Brainstormed follow-up activities for Courageous Conversations seminar; will have second seminar in fall, dates TBD. Also discussed feedback from Chancellor's Office re: our Student Equity Plan and how to revise it. Next meeting Thursday June 4 at 1:30PM (6302).
- e. Curriculum Committee: Curriculum refresher trainings have been offered and can still be arranged with Cori. Discussion of course equivalency between Foothill and De Anza (courses with similar CID are probably equivalent). Discussed online course standards. Two meetings left this quarter.
- f. Commencement: We may need a back-up commencement speaker because John Fox has been very ill.
- g. PaRC:
 - OPC resource [allocations summary](#) available on PaRC web site. Please share with constituents. Because there are so many requests, OPC only reviews those that are ranked high by VPs and Judy Miner. It has been suggested that they also review requests ranked high by deans.
 - [Hiring update](#) from Judy Miner. Counselor and at-large faculty member needed for a counselor hiring committee; a faculty member is also needed for the Early Alert Coordinator hiring committee.
 - Request for emergency hire to replace Melanie Hale, who is retiring, was approved.
- h. CAC met May 22.
 - Discussed opening day plans – workshops.
 - District Mission statement revision approved “technical edits” to comply with accreditation standards, allow us to offer baccalaureate degree. Full review (for philosophical edits) to follow completion of FH and DA’s new ed master plans (Winter 2016)
 - Substantial changes proposed for board policy on academic employees, legally required, previously 4155, discussion will be carried over to the fall, but please ask constituents for feedback.
- i. APM met May 22. Discussed opening day plans – workshops. Also discussed proposed revisions to Board Policy on academic employees. Not passed, continue to work on links to district hiring AP 4130 to ensure it is followed in all cases including temporary hiring.
- j. 3SP Advisory Committee: next meeting Monday June 8 at 1:15PM room 8330
- k. Other
 - **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"> l. 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. m. Chancellor candidate open forums next week! 10:30AM – 11:30AM Monday – Thursday. n. Transfer Center move has been postponed (it will not happen over the summer). o. Judy Miner and other administrators will attend the next Senate meeting to discuss vision for effective shared governance. 	
9. Adjournment	

The meeting was adjourned at 4:07 p.m.