

Foothill College Academic Senate Meeting Agenda

Monday, February 9, 2015

2:00 P.M., Hearthside Lounge

ITEM	ACTION	ATTACHMENT	SPEAKER
1. Call to Order			Holcroft
The meeting was called to order at 2:01 p.m.			
2. Roll Call			Cormia
<u>Present:</u> Steve Batham (BSS), Roseann Berg (PT rep '16), Robert Cormia (AS Secretary Treasurer '15), Lisa Drake (BSS), Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15), Craig Gawlick (Classified Liaison), Meredith Heiser (Faculty Association Liaison), Lauren Hickey (KA), Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Scott Lankford (LA), Debbie Lee (PSME), David Marasco (PSME); Don MacNeil (KA); Kimberlee Messina (Cabinet Liaison), Richard Morasci (LA), Tobias Nava (CNSL); Katherine Schaefers (PT rep '15), David Sauter (BHS), Mary Thomas (LRC), Josh Rosales (ASFC President)			
<u>Guests:</u> Stephanie Tran			
3. Approval of Minutes: January 26, 2015	Action	Senate Draft Minutes January 26_2015.doc	Senate
Approved with minor corrections by consensus.			
4. Consent Calendar	Action		Senate
Hiring - Full Time Tenure Track Counselors (4): Andy Lee (CNSL), Lan Truong (CNSL), Elaine Piparo (CNSL), Debra Lew (CNSL), Bonny Wheeler (at-large, BHS) Hiring - Permanent Dean of Counseling: Lety Serna, Leticia Delgado, Maureen McDougal (at-large, BHS) Hiring - 3SP Coordinator: Tilly Wu (CNSL) 3SP Advisory Council - Holcroft (faculty tri-chair); Isaac Escoto (CNSL) ETS/Online Data Inquiry Tool Users Group - Ben Stefonik (PSYC) 3SP Advisory Council (3SPAC): Carolyn Holcroft (AS President, Tri-Chair), Isaac Escoto (CNSL)			
Note: we need a third faculty member for the 3SP Advisory Council. (Someone from basic skills would be good.)			
Consent calendar approved by general consent.			
FOLLOW UP ACTION NEEDED: Senators asked to recruit a third faculty for the 3SP Advisory Council.			
5. Committee Reports			
a. COOL (Kate Jordahl):	<ul style="list-style-type: none"> • Met last month, meeting available on CCC Confer. • Planning a professional development workshop in the spring and hope to offer another Online Teaching Certification Institute. • Anticipate OEI announcement on a common course management system; expect this to come in 2-3 weeks • Clarification: Foothill submitted three classes to the exchange and these will be offered in the new CMS. However, whether Foothill chooses to switch from Etudes to the new CMS is a matter to be taken up in future senate meetings. Recommendation of choice of which CMS to use is matter of faculty purview. • COOL working on updating the distance education approval form. Adding clarification re: differences between online, hybrid, and face-to-face classes. Will bring draft to CCC and Senate. 		
b. Commencement (Rich Morasci):	<ul style="list-style-type: none"> • The committee liked suggestion of faculty to pay part of the cost of their regalia while the Commencement Committee subsidizes the remainder • Committee also request that Senate contribute towards regalia purchase <ul style="list-style-type: none"> • Master's cap and gown cost approximately \$500 each • PhD regalia ranges from \$1000 to \$2000 and up • Decision must be made and regalia ordered by March • Much discussion about what proportion faculty would pay vs. senate/commencement 		

committee; also discussion about how much senate can afford to contribute

- Cormia and Drake recommended caution in spending
- Possibly ask faculty who receive this subsidy to commit to participating in Regalia Days and attending commencement; it was generally agreed that requiring regalia day participation may be a deterrent to faculty engagement
- Currently the college provides free rental regalia to any faculty member who wants to attend commencement.
- Motion to make a one-time contribution of \$2000 from senate budget to provide five stipends of \$400 each, (with the remaining \$100 to be paid by the faculty), with the Commencement Committee determining the guidelines for selecting faculty to receive the stipends; motion carried unanimously
- **FOLLOW UP ACTION NEEDED:** Senate tasked Holcroft with adding request for B Budget augmentation to our program review to cover this expense

c. **Academic Integrity** (Steve Batham):

- Thom Shepard (testing center) is now a committee member so there has been more discussion about the Testing Center, including cameras, proctoring,
- One concern raised is that sometimes Testing Center staff observe incidents of cheating and report them to faculty, but then the faculty don't follow up by filing a report with Student Affairs. Senators expressed discomfort with reporting an incident they did not directly observe.
- Pat Hyland commented that there is nothing that would prohibit Thom from reporting an incident directly to her; we need to clarify the proper procedure. One suggestion is to empower Testing Center staff to report directly to Pat, but also cc the report to the instructor
- **FOLLOW UP ACTION NEEDED:** Senators tasked with facilitating discussion/soliciting feedback from constituents re: asking Testing Center to report integrity violations directly, and cc the instructor. Issue will be action item on next senate agenda.

d. **Professional Development** (Carolyn Holcroft):

- Met last week.
- Many events still available in Winter quarter, please refer to college PD web page.
- Spring quarter: Student Equity Workgroup bringing Pacific Educational Group to Foothill to provide a two-day training called "Beyond Diversity" on April 23-24; this will replace the quarterly Professional Development Day for Spring quarter. Beyond Diversity event limited to 80 people, emphasis will be on leadership from all constituencies, more details to be announced by the Student Equity Workgroup
- There will still be a variety of individual PD opportunities throughout Spring quarter. Details will be posted on PD web page.

e. **Student Equity:** State Chancellor's Office deadline for spending student equity and 3SP funds has been extended to December 2015.

f. **Assessment/Placement Ad Hoc:**

- Productive first meeting occurred on Feb. 5. Draft meeting minutes distributed to senators prior to senate meeting.
- Prioritized goals, will first address college retest policies. English well represented, would like more representation from math faculty.
- Group plans to meet Tuesday, 1-3, approximately once a month, please email Holcroft with questions or interest.

g. **Academic and Professional Matters (APM)** – did not meet

h. **Chancellor's Advisory Council (CAC)** – did not meet

6. Reports of Officers	Information	Officers
a. President's Report (Holcroft) <ul style="list-style-type: none"> • PaRC 2/4/15 <ul style="list-style-type: none"> • Campus Climate Survey results were presented; Kuo will bring report to Senate. • Approved draft charge for 3SP Advisory Council. • Report from attending Governor's Task Force on Workforce Regional Conversation meeting 		

2/6/15:

- Comparable to the taskforce that resulted in 3SP.
- Groups of leaders in industry, higher education, and the legislature are meeting all over the state to discuss how to graduate more workforce students faster.
- Big ideas included industry partnerships, professional development, K12 partnerships, grants, etc.
- Also included ideas for changes in curriculum processes and changes to Title 5 that might concern faculty, with very little faculty input;
- They talked about moving at the “speed of industry,” but the Chancellor’s Office is understaffed, which slows down curriculum; concern that industry leaders don’t know what teaching is, think that all we do is deliver content and don’t understand/appreciate the need for minimum qualifications.
- Next Task Force meeting 2/27/15, 10 – 3, at Solano College in Fairfield. Workforce faculty are encouraged to attend.
- **FOLLOW UP ACTION NEEDED:** Senators asked to ensure their constituents are aware of this Task Force, its work, and the upcoming meeting; encouraged to recruit CTE faculty to attend

b. **Vice President’s Report** (Escoto)

- Curriculum Committee reviewing our AP/CLEP policy and how to make it more consistent with UCs and CSUs, goal of facilitating ADTs.
- Initial discussion of including SLOs in CORs
- Reviewing course currency policy: courses that haven’t been taught in four years will be deactivated, with possibility of appeal.
- John Mummert discussed Registered Apprenticeship College Consortium (RACC); we may submit application for journeyman and apprenticeship programs.
- Follow up from previous senate meeting: ADTs are posted promptly on our Foothill website as soon as they are approved by the **state**.
- **FOLLOW UP ACTION NEEDED:** None.

c. **Secretary/Treasurer Report** (Cormia)

- No report

7. Unfinished Business			
a. Proposed constitutional revisions	Discussion		Marasco
• Postponed to next meeting			
b. SLOs	Discussion / Action	SLOs on CORs_V2.docx; Proposed Revisions to Senate SLOs	Senate
<ul style="list-style-type: none">• Discussed the revised resolution, which was generated after much feedback to Holcroft after last meeting.• Key change in this version: Suggestion to task Curriculum Committee to develop a process for how to handle SLO updates, including approvals, timeline.<ul style="list-style-type: none">○ Several senators spoke in opposition to assigning this task to CCC○ Feedback from several senators was their constituents wanted ability to transfer SLOs directly from TracDat to COR without requiring additional work from division curriculum reps.<ul style="list-style-type: none">▪ Messina reassured us that faculty would not be responsible for adding SLOs to CORs the first time, but we need a process for updating the COR if faculty revise the SLO in TracDat. Office of Instruction needs to ensure COR reflects the current SLOs.▪ Could the data be rolled into the COR on an annual basis?▪ The next curriculum system will need to be able to talk with TracDat○ After much discussion, consensus appeared to be that:<ul style="list-style-type: none">▪ Office of Instruction would handle initial transfer of SLOs			

- When faculty complete the regular cyclical review of their COR for Title 5 compliance (5 year cycle) the review will include verification that the COR contains the current SLOs
 - If/when faculty revise their SLOs, they must also change them on the COR. The timing for submission to the Office of Instruction should be consistent with the curriculum cycle in place for making other changes (e.g. meeting catalog deadlines, etc.)
- Language Arts suggested a three-year assessment and reflection cycle with each course thoroughly assessed/reflected (and [TracDat] documentation completed) at least every three years. Could integrate with COR review; advantage would be faculty would have more time for authentic reflection.
- Proposal to allow each division to determine its own SLO assessment/reflection cycle (with maximum cycle length of three years)
 - Upon quick review it seems this would meet accreditation standards, need to verify.
 - Messina emphasized need for the timing of the SLO Assessment Cycle to be explicit and consistent within each division; each division could determine its own cycle and communicate it to the Office of Instruction.
 - Holcroft suggested each division's cycle be published on the college SLO web page to avoid confusion and so each division could see what others were doing
- Separate discussion about getting SLOs on the COR and about using the SLO process to encourage authentic reflection about teaching and learning.
- **FOLLOW UP ACTION NEEDED:**
 - Holcroft to revise resolution re: SLOs on CORs, with attention to clarification of process
 - Senators tasked with gathering feedback about proposal to allow each division to determine own SLOAC cycle and communicate this to the Office of Instruction

8. New Business			
a. Academic Senate Administrative Unit Outcomes	Info / Discussion	Foothill College Academic Senate AUOs.docx	Holcroft
<ul style="list-style-type: none"> • Academic Senate Administrative Unit Outcomes: Holcroft presented proposed updates. Suggestions for additions to means of assessment for AUO #2: officers to attend division meetings and gather feedback directly (instead of relying solely on paper/online survey), use the governance survey to discover additional means of communication. • FOLLOW UP ACTION NEEDED: Senators asked to share proposed revisions with constituents. Proposed adoption of revised AUOs and means of assessment to return to next meeting as action item. 			
b. College compliance with VAWA	Info / Discussion		Marasco / Hyland / Holcroft
<ul style="list-style-type: none"> • VAWA, the Violence Against Women Act, was renewed in 2014. • Colleges and universities are now required to implement programs to prevent sexual assault, to include both a primary prevention and awareness program for all new students and then a subsequent ongoing program. • Possible venues for initial training are SOAR, the new student orientation for transfer students, and CNSL 5 <ul style="list-style-type: none"> ○ One difficulty in an open-enrollment environment like ours that there are still a few students who do not go through one of these orientations with us; • We don't want the training to be a barrier to entry; on the other hand, knowing that we promote a culture of respect and safety may encourage students to choose Foothill. • Holcroft cautioned that we can meet the letter of the law by requiring a simple online course as part of registration or orientation, but studies show this type of training is not effective at preventing violence <ul style="list-style-type: none"> ○ Suggestion that meeting letter of law may be enough. How serious a problem is sexual violence at Foothill? Data should be available soon. 			

<ul style="list-style-type: none"> • Suggestion to coordinate with De Anza, other colleges in Area B, or even at the state level, so students would only have to attend initial violence prevention training at one college. • FOLLOW UP ACTION NEEDED: Holcroft to initiate discussion at APM and with ASCCC colleagues and report back. 			
c. Program Review Concerns	Info / Discussion		Morasci
<ul style="list-style-type: none"> • Tabled. 			
9. Announcements (limited to 3 minutes, Senate cannot take actions)	Information	Current Committees List 020415.docx Strategic Capabilities Workshop.pdf	General/ Public
<ul style="list-style-type: none"> a. Updated Foothill College committees list was distributed. b. Faculty service on ETAC needed. Strategic Capabilities Workshop on April 15 to gather input from faculty, staff, and administrators on what technology we need. c. ETS forming functional users group for faculty data inquiry tool. Please let Holcroft know if interested. d. DRC new accommodations approval/booking system is being beta tested this week. Contact Sam Lu if you want to participate. e. Joint officers meeting at De Anza April 6, 2015 at 2:30PM. Plenary is during spring break this year, so there isn't a good time for a joint Senate meeting, but anyone is welcome to attend the joint officers meeting. f. Richard Morasci asked when we would have an active shooter drill, when magnets would be placed on classroom doors. Holcroft to check on this. g. New draft of final exam schedule addresses hybrid courses was distributed prior to meeting. Feedback to Debbie Lee. h. National Adjunct Walkout Day is February 25th. No formal plans for Foothill adjunct faculty to participate but the part-time senators wanted to ensure everyone was aware of the event and the possibility that individuals may choose to take part. i. Inquiry re: our existing meeting time as we have gone past 4PM at the last two meetings. One option is to formally adjust our meeting time; general consensus was that this is not needed at this time but to be safe senators should not plan a subsequent meeting until 4:15PM following senate meetings. j. ASFC asked to agendize investigating how plus/minus grading affects students and how to keep students posted of their grade during the quarter. <ul style="list-style-type: none"> • FOLLOW UP ACTION REQUIRED: Senators tasked with sharing announcements with constituents. 			
10. Adjournment			
<ul style="list-style-type: none"> • The meeting was adjourned at 4:14 p.m. 			