

**Foothill College Academic Senate Meeting Minutes**  
**Monday, September 28, 2015**  
**2:00 P.M., Toyon Room**

ITEM			
1. Call to Order	The meeting was called to order at 2PM		
2. Roll Call	<p><b>Present:</b>  Senators – Steve Batham (BSS), Roseann Berg (PT rep '16); Sara Cooper (BHS), Cathy Denver (CNSL); Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15), Jordan Fong (F A); Lauren Hickey (K A), Carolyn Holcroft (AS President '16), Debbie Lee (PSME), David Marasco (PSME); Richard Morasci (LA), Patrick Morriss (AS Secretary Treasurer '15), Tobias Nava (CNSL); Rita O'Loughin (KA); Simon Pennington (F A); Katherine Schaefer (PT rep '15), Mary Thomas (LRC), Stephanie Tran (L A) Gillian Schultz(BHS), Katherine Maurer (BSS)</p> <p>Liaisons – Meredith Heiser (BSS/Faculty Association Liaison); Kurt Hueg (Cabinet Liaison), Andrew LaManque (cabinet liaison); Breeze Liu (ASFC President);</p> <p><b>Absent:</b> Allison Largent (Classified Liaison),</p>		
3. Approval of Minutes: June 15, 2015	M/S; 11 in favor, 10 abstentions		
4. Consent Calendar	Appears below; approved by consent, with the following additions – serving on the Academic Integrity Committee - Steve Batham, John Fox, Eta Lin, Patrick Morriss, Young Hee Park Lee, Mary Thomas.		
5. Unfinished Business: none			
6. New Business			
a. Academic Senate Orientation	Carolyn Holcroft outlined the duties and responsibilities of the Academic Senate, as specified in Title 5 education regulations as the 10 + 1 areas of faculty purview.		
b. SLO committee proposal	<ul style="list-style-type: none"> <li>Katherine Schaefer presented a proposal to create a new Student Learning Outcomes” committee (proposal attached to agenda). The committee would have no authority to compose or evaluate SLOs but rather is intended to provide organizational support for the division-level SLO coordinators and to make recommendations to the academic senate regarding SLO policies/procedures. The academic senate would maintain its authority to deliberate on and accept or reject these recommendations. This committee would help the college meet ACCJC (accreditation) requirements as well as support faculty in their efforts to use SLOs for teaching and learning. Discussion of committee membership led to a concern that faculty might be ceding purview over SLOs to a committee with heavy administrative membership. It was emphasized that this is proposed as subcommittee of the academic senate, with additional participants invited from staff and administration to provide operational expertise. Clarification sought re: the third bullet under the charge, “Make recommendations to the Academic Senate and</li> </ul>		

	<p>Office of Instruction about SLO support structures. (e.g. How to support divisions that do not have coordinators?)” Schaefer explained this regards the SLO coordination structure (e.g. one college-wide coordinator, two co-coordinators, division-level coordinators, etc.)</p> <p>After discussion the senate directed Katherine to revise the proposal to incorporate the senate’s feedback and redistribute for further feedback; senators to distribute revised proposal to their constituents for feedback. Schaefer to work with Holcroft to draft a resolution for the senate to adopt the proposal once it is finalized.</p>
<p>c. IP&amp;B Recommendations to PaRC</p> <ul style="list-style-type: none"> <li>• Change Faculty Hiring prioritization to fall</li> <li>• Suggested status change for OPC</li> <li>• Change to PRC charge</li> <li>• Out of cycle hiring</li> <li>• Emergency hiring</li> </ul>	<p>Carolyn Holcroft shared Institutional Planning and Budgeting (IP&amp;B) recommendations developed over the summer, to be brought to the Planning and Resource Council (PaRC) at its next meeting.</p> <p>Three items dealing with faculty hiring were discussed, addressing the issues of out-of-cycle and emergency hires, and moving hiring prioritization to the fall. The senate supported these recommendations after discussion highlighting the expected greater transparency and better decision-making based on the more complete information that will be available in the fall. The senate directed its PaRC representatives to ask PaRC to postpone a decision on the suggested change in the status of the Operations Planning Committee (OPC) from a Core Mission Workgroup to a committee with nonvoting tri-chairs. The Senate representatives to PaRC will ask for further discussion of the rationale, including both the non-voting chair issue and the conflict-of-interest rationale. No senators asked for discussion about the proposed change to the charge of the program review committee.</p> <p>A suggestion was made to have a division-level prioritization check for out-of-cycle faculty hires requested by academic departments.</p>
<p>d. Academic Senate scholarship criteria</p>	<p>David Marasco sought guidance concerning criteria for awarding the academic senate scholarships, since for the last two years the scholarship pool for the two \$500 basic skills scholarships comprised a single applicant. David asked whether it would be permissible for the scholarship committee to award the entire \$1000 budgeted to a single applicant. Patrick Morriss introduced a motion to that effect, Simon Pennington seconded, and the motion passed by general consent. David asked for further guidance regarding scholarship criteria that did not seem to distinguish first-time college students from returning students, two populations that scholarship readers have</p>

	identified as being challenging to compare. In particular, he asked whether the readers should consider outstanding student loan debt. Some senators indicated agreement that the committee might consider an applicant's student loan debt, but that that consideration should be far down the list.
7. Committee reports <ul style="list-style-type: none"> <li>a. Academic Integrity</li> <li>b. COOL</li> <li>c. Student Equity</li> <li>d. Assessment and Placement Ad Hoc</li> <li>e. Curriculum</li> <li>f. Commencement</li> <li>g. PaRC</li> <li>h. Student Learning Outcome Coordinators</li> <li>i. 3SP Advisory: <ul style="list-style-type: none"> <li>• 3SP Plan revisions</li> </ul> </li> <li>j. President's Report <ul style="list-style-type: none"> <li>• Summer report out</li> <li>• ASCCC activity</li> <li>• Board of Trustees meeting</li> </ul> </li> </ul>	Reports were distributed with agenda. Additions: <ul style="list-style-type: none"> <li>• Academic Integrity (AIC) has no meeting scheduled yet, is working on choosing a chairperson</li> <li>• Committee on Online Learning (COOL) will meet Friday Oct 2</li> <li>• Student Success and Support Programs Advisory Committee (3SPAC)</li> <li>• Transfer Workgroup has first meeting Oct 27, still needs faculty tri-chair (Bernie Day stepped down after last year)</li> </ul> President's Report: Holcroft reminded senators that her summer service timesheet was distributed with the agenda. Patrick Morriss reported that he tracked 25 hours of work he did for the senate this summer. No ASCCC activity to highlight today, but remind constituents about upcoming events listed on agenda.
8. Announcements (limited to 3 minutes, Senate cannot take actions) <ul style="list-style-type: none"> <li>a. (Renovated) library will reopen on January 4, 2016!</li> <li>b. Active shooter drill for academic senate scheduled October 19 (2PM, 3PM)</li> </ul>	Renovated Library to reopen January 4, 2016!  Active shooter training for academic senate scheduled for Oct 19. Two one-hour sessions offered, one at 2PM and another at 3PM. Please attend one of these two sessions as they were scheduled specifically for us. Additional sessions for the campus community will be offered soon after, look for confirmed schedule to be distributed by marketing office. Morasci expressed concern that this is "training" and not a full-scale campus-wide drill.
9. Adjournment	The meeting was adjourned at 3:59PM

### **Consent Calendar:**

**Program Review Committee:** Simon Pennington (F A); Cara Miyasaki (BHS)

**COOL:** Jose Nava (FT Accounting); Kathryn Maurer (FT Anth); Konnilyn Feig (FT History); Falk Cammin (FT Humanities); Meredith Heiser (FT PoliSci); Anna Sturgess (PT Accounting, Ethics); Jennifer Price (PT Anth); Sheila Smith (PT Child Dev); Allison Clark (PT Psychology); Carolyn Brown (FT Graphic Design); Kate Jordahl (FT Photography); Rick Martinez (FT Math); Sarah Williams (FT Math); Shirley Treanor (FT Health); Mary Sunseri (PT communications); Rula Khayrallah (PT computer science); Lene Whitley-Putz (PT, comm); Jim Lai (PT, computer sci); Jordana Finnegan (FT Engl)

**Assessment & Placement Ad Hoc Committee:** Valerie Fong (Engl, winter/spring only); Carolyn Holcroft (Biol); Katie Ha (LA/TLC); Allison Herman (Engl); Patrick Morriss (math)

**Tenure Review Committee Appointments:**

- For **Beth Beiers**: (LeeAnn Emanuel (DRC, chair); Beckie Urrutia-Lopez (DRC); Cathy Denver (CNSL, at-large)
- For **Tracee Cunningham** (Counseling): Lety Serna (CNSL, chair); Kim Lane (CNSL); Kella Svetich (Engl, at-large)
- For **Kimberly Escamilla** (Engl): Tess Hansen (Engl, chair); Hilda Fernandez (Engl); Maureen MacDougal (Vet Tech, at-large)

- For **Evan Gilstrap** (Counseling): Jue Thao (CNSL, chair); Andy Lee (CNSL); Sandhya Rao (CHEM, at-large)
- For **Joy Holland** (Art): Simon Pennington (Art, TRC chair); Milissa Carey (Art); David Marasco (Phys, at-large)
- For **Maritza Jackson Sandoval** (Counseling): Voltaire Villanueva (CNSL, chair); Cathy Denver (CNSL); Teresa Zwack (Math, at-large)
- For **JR Jimenez** (Counseling): Fatimah Jinnah (CNSL, chair); Cleve Freeman (CNSL); Zach Cembellin (Math, at-large)
- For **Laurence Lew** (Business): Lisa Drake (Acct, chair); Brian Tapia (Phil); Jordana Finnegan (Engl, at-large)
- For **Natasha Manusco** (Business): Jose Nava (Acct, chair); Jay Patyk (Econ); Laurie Bertani (CNSL, at-large)
- For **Bita Mazloom** (Computer Science): Elaine Haight (CS, chair); Mike Murphy (CS); Amy Edwards (Bio, at-large)
- For **Pawel Szponar** (Library): Kay Jones (Libr, chair); Mary Thomas (Libr); Fatimah Jinnah (CNSL, at-large)
- For **Matt Stanley** (kinesiology): Don MacNeil (KA, chair); Jody Craig (KA); Dolores Davison (Hist, at-large)
- For **Anand Venkataraman** (Computer Science): Elaine Haight (CS, chair); Sarah Munoz (math), Ben Stefanik (Psyc, at-large)
- For **Charles Witschorik** (math): Bruce McLeod (THTR, at-large)
- For **Josh Westling** (Respiratory Therapy): Martin Melia (Biol – chair); Brenda Hanning (resp); Patricia Crespo-Martin (Span, at-large)

College Curriculum Committee: **CNSL:** Leeann Emanuel, Lety Serna; **FA:** Ed Goldfarb, Suzanne Weller; **LA:** Valerie Fong; **Library:** Kay Jones; **PSME:** Kathy Armstrong, Marc Knobel, Marnie Francisco **BHS:** Brenda Hanning, Rachelle Campbell.

Student grievance/due process committees: Ron Herman (Phot);

Behavioral Evaluation Strategies Team (BEST): David Marasco (Phys)

ETAC: Pawal Szponar (Libr); Mike Murphy (C S);

Workforce Work Group: Robert Cormia (tri-chair)

Facilities Master Plan Committee: Jose Nava (acct); Dolores Davison (Hist)

Operations Planning Committee: Debbie Lee (math)

Professional Development Committee: Tri-chair Ben Stefanik (Psyc); Tiffany Rideaux (Psyc); Carolyn Holcroft (Bio); Kathleen Duncan (Bio); Jeff Anderson (Math); Patti Chan (D H)

Professional Development Leave Committee: Sam Connell (ANTH)

Acting Dean, DRC/Veterans Division Hiring Committee: Leeann Emanuel (DRC); Janet Weber (DRC)

### **Committee Needs:**

Human Resources Advisory Committee

Education and Technology Advisory Committee