

**Foothill College Academic Senate Meeting Minutes**  
**Monday, February 22, 2016**  
**2:00 P.M., Toyon Room**

ITEM	ACTION
1. Call to Order	Quorum present 1:56PM. Holcroft called meeting to order :PM
2. Roll Call	<p><u>Senators Present</u>  Steve Batham (BSS)  Roseann Berg (PT rep '16)  Sara Cooper (BHS)  Cathy Denver (CNSL)  Isaac Escoto (AS VP/CCC Co-ch '15)  Carolyn Holcroft (AS President '16)  Kate Jordahl (F A)  Scott Lankford (L A)  David Marasco (PSME)  Kathryn Maurer (BSS)  Richard Morasci (LA)  Patrick Morriss (AS Sec'y Treas '15)  Rosa Nguyen (PSME)  Rita O'Loughin (KA)  Katherine Schaefer (PT rep '15)  Mary Thomas (LRC)  Voltaire Villanueva (CNSL)</p> <p><u>Liaisons Present</u> –  Meredith Heiser (Faculty Association)  Kurt Hueg (President's Cabinet)  Andrew LaManque (President's Cabinet)</p> <p><u>Guests</u>  Courtney Cooper (ASFC)</p> <p><u>Senators Absent</u>  Lauren Hickey (K A)  Simon Pennington (F A)</p> <p><u>Liaisons Absent</u>  Allison Largent (Classified Senate)  Breeze Liu (ASFC President)</p>
3. Approval of Minutes: February 8, 2016	Approved by consent
4. Consent Calendar	<p>Scholarship Readers  Patricia Crespo-Martin (LA); Ikuko Rakow (LA)  Due Process/Student Grievance Pool  Lisa Drake (BSS); Marc Knobel (MATH)  Commencement Committee  Lisa Drake (BSS)  Faculty Professional Conference Fund Committee  Carolyn Holcroft (BIO, senate president)  OEI College Implementation Team faculty representative  Kate Jordahl  PDL Committee  Sandhya Rao (PSME)</p> <p>Approved by consent</p>

	<p><b>Need faculty to replace Simon Pennington on the Program Review Committee.</b></p> <p>PRC hopes to conclude work for the year before Simon moves on. Meetings have been 3-5PM Thursdays, sometimes Wednesdays, with some flexibility to accommodate committee members. PRC members read about 30 comprehensive program reviews per year. There is an urgent need for spring quarter.</p>
5. Unfinished Business	
a. Senate representation structure resolution	<p>Resolution would direct an ad hoc committee to generate ideas and present them to Senate. With regard to the necessity of restructuring, it could be considered in the same manner as earthquake preparedness. It was mentioned that the ghost of CTIS division shouldn't be decisive in a senate action.</p> <p>There was some discussion of the effect on Curriculum Committee. But that body already sets its own voting policy, and it differs from Senate's. The Senate Constitution does not drive CC organization or structure.</p> <p>Some senators questioned the need for a resolution, that perhaps the delay may be unnecessary. It might be possible to simply tell constituents that we're fixing this. Alternatively, we could create an ad hoc committee by a simple motion. Given the size of the task in the committee charge and the potentially far-reaching changes that may follow, Secretary Patrick Morris asked senators to poll constituents and express their wishes through this resolution before the committee proceeds.</p> <p><b>Senators are asked to bring this resolution to constituents for feedback. It will be brought for a second read at the next meeting.</b></p>
b. Diversity prompt on district application for employment	<p>There was a question for the need of the glossary. It was pointed out that this is the same application for every person applying for any job with the district.</p> <p>Handy 20th-Century Tip on getting constituent feedback: Bring a clipboard to division meetings with questions for constituents. Language Arts Division representatives got 15 responses.</p> <p>M Marasco, S Lankford, approved by consent</p>
c. General Ed Pattern feedback	<p>Should our local general ed pattern (FH GE) better align with the patterns at the transfer institutions (IGETC and CSU-Breadth)? In particular, should a course accepted for gen ed credit at a transfer school be automatically accepted for FH GE? This matters in evaluating our General Education Learning Outcomes for accreditation, we need our own criteria. From the point of view of the College Curriculum Committee, we look to the transfer institutions for guidance only. CCC subcommittees need clear guidance, CCC is looking at whether GE approval aps are too specific.</p> <p>It was asked whether this is a bureaucratic problem or a criteria problem? We found some courses that had not been approved simply for failure to fill out the application. Some other courses have been explicitly rejected for FH GE, and still others that faculty authors simply didn't focus on FH GE, or focused on IGETC as being the more important GE approval for students. How do we align students who get ADTs don't need to follow our pattern, but FH AAs do. FH GE pattern is less unit-heavy.</p> <p>Again from the CCC point of view, <b>how strict we are in approving courses for FH GE should reflect the desires of the faculty. Senators are asked to poll constituents on the matter.</b></p>

<p>d. Division-specific online course standards</p>	<p>Discussion began with a graphic showing a student success continuum from the minimum requirements of the the Distance Ed Addendum and Senate resolution to the OEI course standards.</p> <p>It was pointed out that the DE Addendum gets signed and approved, but the person teaching the class may not see it. The resolution commits to accessibility by January 2016. A comprehensive review of course accessibility covers images, transcription, and many other matters. At this point, our accessibility work is adequate, if barely, and there is much we can do to improve.</p> <p>Online courses in the Fine Arts Division are typically media-heavy, and the draft policy shows it with much emphasis there. Division-wide discussion continues.</p> <p>The Business and Social Science Division began this process long ago. Their policy is drafted, but there is a desire for a preamble as in the fine Language Arts example. Two issues still to be addressed are the process and timeline for review of courses. Checklist and decision tree review documents under development.</p> <p>Biological and Health Sciences Division with the BSS document, and added an instructor interaction component. Division is still working on accountability. They also promist to change the document title from BSS to BHS.</p> <p>Counseling draft is circulating, also modeloed on the Language Arts document. Considerations still under discussion include "universal design" vs. "chunking."</p> <p>The Language Arts document is exemplary in organization, exposition, and ease of use. Document structure connects clearly to mission. Checklist is straightforward, useful for instructors. Props to Valerie Fong.</p> <p>Librarians teach only one class, but it's online. Followed BSS, LA, and OEI documents. Found that a preamble setting context is valuable.</p> <p>Physical Sciences Math and Engineering based their division document on a robust existing document developed by the Computer Science department. Accountability conversation still ahead. Accessibility a priority, and the federal Office of Civil Rights is the watchdog. A question was raised about guidance for faculty on Title IX issues? Harrassment and other behavior problems should be referred to the dean of students, with expectations same as in-person classes.</p> <p>COOL will take the Title IX question under consideration. This has been without doubt a robust discussion of educational quality. The committee now invites faculty to say, where do we go now?</p> <p>It was suggested that instructors accepting an online or hybrid assignment, immediately receive the division expectations, accessibility guidelines, etc. Dean of Distance Ed Judy Baker already sends a welcome note to anyone getting an ETUDES or Canvas shell, perhaps she could also forward these documents. Deans can give notice with assignments, perhaps the Senate could cooperate with deans in the message.</p> <p>ETUDES and Canvas training is currently generic, but there's no reason it couldn't be division- or department-specific.</p> <p>COOL representatives asked for a suggested timeline for finalizing division documents. The middle of spring quarter seemed reasonable. <b>Senators are asked to have their divisions finalize their drafts by the May 9 Senate meeting.</b></p>
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	<p>Vice President of Instruction Kurt Hueg noted that the Federal government has the authority to look at student email and other online course communication features about substantive instructor interaction. In his view, Foothill appears to be ahead of at least some other colleges.</p>
<p>e. OER progress update Bookstore data forthcoming Draft "Ten Ways to Lower Textbook Costs"</p>	<p>Bookstore data on textbook costs will be available soon.</p> <p>It was pointed out that "recommended" texts may not qualify for financial aid. If only a chapter or two is needed, instructors might consider creating a .pdf. "Recommended" texts may be things that students can easily find online.</p> <p>It was suggested that science and math faculty especially consider the cost and added value of online homework systems. There's really no way getting around buying access from publishers.</p> <p>BSS division representatives received more feedback on this issue than any other. Absolutely everyone in BSS is behind reducing prices for students, and very much in favor of faculty choice of materials. In their view, quality of existing OER materials don't always meet discipline standards. There was some question of how to map OER materials, for instance, to a course outline, or to the "representative text" there that must for articulation reasons be published within five years. There is no problem with putting texts on reserve in the Library.</p> <p>Some Senators asked for guidance with respect to representative texts, and what to do when students ask, "Why do we need a textbook?" <b>Senators are asked to poll constituents, as this item will be brought back for further discussion.</b></p>
6. New Business	
<p>a. Part time senate stipends resolution</p>	<p>It was immediately noted that this resolution doesn't go far enough. We should also pay any part-time division reps. Morriss and PSME Senator David Marasco will work on a friendly amendment to pay all part-time reps, whether in the PT seat or in a divisional seat.</p> <p>Like Senate officers' summer service, payment for part-time division reps would have to come from B budget. We can ask for a B budget augmentation for exactly this point in next year's Senate program review.</p> <p>Faculty Association Liaison Meredith Heiser pointed out that the minimum requirement for full-time instructors is to teach classes and attend up to one division and/or department meeting per month. Part-time faculty get paid 83.5% of the full-time scale, the additional money is incentive to do the committee work necessary for the college, like Academic Senate service. Full-time faculty are also eligible service credit toward a Professional Achievement Award.</p> <p>It was suggested that, beyond being merely inclusive, having one part-time and one full-time Senate rep per division could make the entire senate more cohesive. More PT participation is also advantageous for robust divisional conversation.</p> <p><b>Senators are asked to bring this resolution to constituents for feedback. It will be brought for a second read at the next meeting.</b></p>
<p>b. Senate authorization for Senate President signature:</p>	<p>This resolution would assure that Senate signatures reflect Senate deliberation, and also that shared governance procedures have been followed. Guarantees</p>

resolution	<p>faculty the opportunity for feedback on important issues.</p> <p>The resolution was seen favorably as enhancing transparency in decision-making.</p> <p>Senators are asked to bring this resolution to constituents for feedback. It will be brought for a second read at the next meeting.</p>
c. Transphobic vandalism at De Anza, District efforts	<p>Two weeks past, a frightening and disturbing graffito, signed "Staff," appeared at DeAnza, was shared on social media. The question is whether College response was timely. Feeling is that it was not. A memo from DeAnza President Brian Murphy mentioned the incident at the end.</p> <p>District is about to roll out a "preferred pronoun" option for students. Faculty should raise awareness and connect to sexual violence issues. See "10 ways to strengthen trans safety and inclusion," attached. FH LGBT heritage month has put this college out front.</p> <p>There was a request to revive "safe space" signs? The need is clearly still there. Safe-space training in the pipeline. Also personal safe-space pins. Faculty can consider a putting a statement of inclusion on every syllabus. Student feedback indicates much appreciation.</p> <p>Among students, there is much interest on this matter, but more information is needed. There will be a panel discussion March 2 from noon – 1PM in the Hearthside Lounge.</p> <p>President Carolyn Holcroft will bring this issue to the Professional Development Committee, Language Arts representative Scott Lankford will bring it to the Student Equity Workgroup. Resolution to follow from Lankford and Fine Arts representative Kate Jordahl.</p> <p>Senators are asked to share "10 Things" with constituents, and send feedback to Lankford and Jordahl.</p>
7. Committee reports	<p>Attached in written document</p> <p>Safety Reminder Two days after shooter drill, an individual wandering into classrooms disrupted more than a few classes, got kicked out of each one. Hours later, around noon, police finally got a call. Individual had outstanding warrants. Please remind your colleagues, safety depends on us all. If you see something, say something. Pick up the phone and call. Use a landline to be certain to be connected to a local dispatcher.</p> <p>Scholarships Samera Hadi from financial aid, on behalf of outreach coordinator, asked Senators to please consider being a scholarship reader. There is still need for more faculty. You can get PGA credit, but it's also an awesome experience.</p> <p>Elections committee Report postponed to next meeting.</p> <p>Treasurer's Report Seen above with the PT Pay Equity Resolution.</p> <p>Accreditation Morriss, Heiser, and President's Cabinet Liaison Andrew LaManque attended</p>

	<p>the Accreditation Institute of the Academic Senate for California Community Colleges last weekend in San Diego, and shared some of the connections accreditators look for between the college mission statement and resource allocations, for instance. Nearly every accreditation standard in some way asks for quantitative evidence, so Morriss offered to be involved in the accreditation process this cycle as a data interpreter.</p> <p>LaManque attended a session on Accreditation Standard I: College Mission, Academic Quality and Institutional Effectiveness, and Institutional Integrity. He noted that faculty often end up working on Standard II: Student Learning Programs and Support Services, but urged faculty to consider being involved with Standard I.</p> <p>Commencement Commencement committee met earlier today. There was much discussion of the budget, and several new ideas about how to make graduation a uniquely Foothill experience. In particular, there may be opportunities for faculty in music and ornamental horticulture to be involved with the music and plant needs.</p> <p>There's a draft recommendation that the traditional role of faculty speaker be expanded to any employee of the college. Faculty at the meeting expressed the view that its important to have, in particular, a faculty speaker, though there was no objection to adding a staff or administrator speaker as well, though no one wants the ceremony to last longer. The question is as yet unresolved, as is the selection method for any faculty speaker.</p> <p>Other issues concerning regalia for students and faculty were also discussed, and several issues were tabled. Next meeting is scheduled for Monday, February 29.</p> <p>Other</p> <p>Academic Integrity Committee</p> <p>Committee on Online Learning</p> <p>Student Equity Workgroup</p> <p>Professional Development Committee</p> <p>Assessment and Placement Ad Hoc Committee</p> <p>College Curriculum Committee</p> <p>Commencement Committee</p> <p>Planning and Resources Committee</p> <p>SLO Coordinators</p> <p>Academic and Professional Matters</p> <p>Chancellor's Advisory Council</p>
8. Announcements (limited to 3 minutes, Senate cannot take action)	a. Sustainability meeting Tuesday, March 8, 1:30PM – 4:30PM (De Anza DeHart Library Collaboration Room). Students welcome and anticipated. Please email Brenda Davis-Visas if you'd like to attend (room holds 40). This meeting is in

	<p>conjunction with De Anza and is being held during one of our regularly scheduled master plan meetings. Gensler reps fly in, so changing this is not possible. We will meet to discuss our new goals, etc and how we want to have the District Sustainability "umbrella" of which we fall under. Please bring your suggestions, concerns, etc.</p> <p>b. Library Grand Opening! March 17, 1:30PM – 3:30PM. Guided tours, refreshments, and a student art exhibit.</p> <p>c. Remind students that early registration begins March 2. More info at <a href="http://www.foothill.edu/reg/spring16.php">http://www.foothill.edu/reg/spring16.php</a></p> <p>d. More scholarship readers needed</p> <p>e. Free CPR certification training Saturday March 5</p>
9. Adjournment	Meeting adjourned 4:12PM