Foothill College Academic Senate Meeting Minutes
Monday, January 11, 2016
2:00 P.M., Toyon Room

ITEM	ACTION
1. Call to Order	Quorum present 1:58PM. Holcroft called meeting to order 2:01PM

2. Roll Call	<u>Senators Present</u>
	  Steve Batham (BSS)
	  Roseann Berg (PT rep '16)
	  Sara Cooper (BHS)
	  Cathy Denver (CNSL)
	  Lauren Hickey (K A)
	  Carolyn Holcroft (AS President '16)
	  Scott Lankford (L A)
	  Rosa Nguyen (PSME)
	  David Marasco (PSME)
	  Kathryn Maurer (BSS)
	  Richard Morasci (LA)
	  Patrick Morriss (AS Sec'y Treas '15)
	  Simon Pennington (F A)
	  Katherine Schaefers (PT rep '15)
	  Mary Thomas (LRC)
	
	<u>Liaisons Present</u> –
	  Meredith Heiser (Faculty Association)
	  Kurt Hueg (President's Cabinet)
	  Andrew LaManque (President's Cabinet)
	  Breeze Liu (ASFC President)
	
	<u>Guests</u>
	Judy Baker
	Lety Serna
	Karen Smith
	
	<u>Senators Absent</u>
	Isaac Escoto (AS VP/CCC Co-ch '15)
	Jordan Fong (F A)
	Rita O'Loughin (KA)
	
	<u>Liaisons Absent</u>
	Allison Largent (Classified Senate)

3. Approval of Minutes: November 30, 2015	Approved by consent
4. Consent Calendar	<u>Psych Services faculty hiring</u>: Bruce McLeod (THTR) at-large <u>COOL</u>: Lisa Verissimo <u>Tenure Review for Lisa Slede</u> (Psych Services): Fatima Jinnah (CNSL), Cathy Denver (CNSL), Bonny Wheeler (BHS) at-large <u>Vet Tech Faculty Hiring</u>: Lisa Eshman (VT), Maureen McDougal (VT), Angela Su (Pharm Tech) <u>Emergency Medical Science Faculty Hiring</u>: Dave Huseman (EMS), Brenda Hanning (RESP), Rachelle Campbell (Rad Tech)

	Diagnostic Medical Sonography Faculty Hiring: Kathleen Austin (DMS), Phyllis Spragge (DH), Maureen McDougal (VT)
	Approved by consent
5. Unfinished Business	
OER collaboration with DeAnza senate	DeAnza Academic Senate has expressed interest in working with us to leverage resources. District senate will meet this Friday to discuss; officers to report back at next senate meeting.
Registration Prioritization	Lety Serna reported that the Enrollment Management Committee has accepted the academic senate's resolution to recommend eliminating the distinction between full- and part-time students in setting registration priority for students. Beginning Fall 2016, the registration system will be blind to FT/PT status, and registration priorities beyond those required by statute will be based on total units earned, along with the other task-completion behaviors currently used, e.g., designating a course of study, filing an education plan, etc.
	The distinction will continue in place for Spring registration because of systems limitations as well as some definitional differences between the two colleges concerning what constitutes an education plan. Foothill appears to demand more substance in the document, and there is some disagreement on what a "locked" plan is. It's also necessary to make students aware of the change.
	"Continuing" students will continue to have earlier registration than "new and returning" students, though any disproportionate impact is likely to be mitigated by the fact that new and continuing students generally take different classes.
	March 2 is first day to register for Spring quarter classes. Faculty may want to monitor critical classes in their departments.
	The Enrollment Management Committee has not yet scheduled next meeting.
6. New Business	
Senate Elections committee	Carolyn Holcroft's term as senate President and Roseann Berg's term as part-time senate representative expire at the end of this year. Elections will be held in the Spring for both positions for two-year terms.
	Constitutionally, the academic senate is required to form an elections committee of three sitting senators excluding officers and office-seekers. Steve Batham and Simon Pennington have volunteered, so there is a need for one more.
	One of the duties of the election committee is to identify candidates for the offices, but all senators are urged to participate in that task. Let the campus community know.
OEI MOU	Please review the attached Memorandum of Understanding concerning the Online Education Initiative. The academic senate will be asked to sign off on it. Implications for Foothill: most of the requirements of the MOU fall on the three faculty participating in the pilot.

	Senators asked Judy Baker some questions about the OEI pilot. The home school of each student taking courses under the OEI will provide support services and resources. A group of librarians are working under the initiative to deal with the different resources that college libraries offer, for instance. A bigger issue concerns resources for disabled students. Online proctoring is available from "Proctorio" through Canvas and paid for under the grant. There are ongoing questions with respect to net tutoring, readiness assessment, duplicate courses, and other issues. The original intent of the grant doesn't always make sense. Tech fixes are being attempted for other problems, for instance, every student is supposed to be able to access their entire academic record, which is not yet possible. Also at this point, there is much manual processing yet to be automated, and a bottleneck in ongoing research about the existing courses. Each participating institution is permitted to submit up to five courses per academic term for inclusion in the OEI. The course limit reflects staffing under the grant, not institutional size. Foothill has two additional spots open for exchange courses, so interested faculty should think about developing a course. Judy Baker will compile list of eligible courses and distribute to the deans (courses to be included in the OEI must apply toward an Associate's Degree for Transfer and be highly enrolled). Senators are directed to share the MOU with constituents and to identify any objections to senate approval.
Senate input for Program Review Committee re: incorporating equity	Representing the Program Review Committee (PRC), Simon Pennington discussed the process last summer when the PRC did a line-by-line critique of the program review forms and feedback from campus community. Simon acknowledged remaining room for improvement, and brought this item forward to ask the senate's help. In an effort toward greater transparency, more responsiveness to the needs and desires of program faculty, and increased engagement during the process, this year the PRC invites review units (programs, depts, etc.) to discuss their needs with the PRC. In particular, the PRC encourages each review unit to discuss how the unit is addressing our equity goals, and to share measures taken to narrow or close achievement gaps. The PRC is open to organizational suggestions for this effort. Simon described a thoughtful and reflective process that is looking to improve, particularly by allowing more room for discussion/dialog without additional burden, perhaps as a prompted discussion. PRC will allocate its time to allow this to happen. PRC intends this to be an invitation, not a requirement, a way to reflect on the process and critique how it serves the programs and departments. The discussions are meant to take place after the PRC has read the program reviews but before writing its report. There was a sense in the room that this would be very helpful, and could answer faculty questions about program review rationale and process.

	It was acknowledged that the original program review documents are written by an entire department, but that entire group would likely not attend a meeting with the PRC together. The need to work to get as wide participation as possible was emphasized, along with the point that this is not a forum for advocating for funds or faculty positions. The invitation is to reflect on the program review itself, and ultimately to improve it. There was a suggestion of exploring ways to divorce resource allocation from program review. As a rationale for such a split, it was observed that in some cases, faculty effort in program review appears proportional to the potential to secure resources for the program. Such a sentiment was characterized as, "We want to hire someone so we'll really do a good review" or "we don't need any resources so we won't spend much time on our review." In response, it was pointed out that the PRC has nothing to do with resource prioritization. Resource requests are nowhere on that group's radar. As such, the cause-and-effect relationship between program review and resource allocations is not direct. It's true that resource requests are required to go through PRC, but resource prioritization falls to the Operations and Planning Committee (OPC), and resource allocations are made through the Planning and Resource Council (PaRC). Those processes, too, are improving, as evidenced by the progress made on out-of-cycle requests for faculty positions. At least one department has a bad disconnect between its significant program review effort and later denials of any and all resource requests. Feel no motivation to engage in process at this point. How can we incentivize program review engagement without tying to resources? Simon suggested a prompted discussion through the PRC to examine how individual review units are helping the college meet its equity goals. It was also suggested that PRC visit division meetings. PRC members learn a lot. Great ideas to steal. Senators were urged to read all program reviews from their division. This effort need not be limited to full-time faculty. Part-time faculty also do SLOs, and coherent SLOs can lead to more coherent program reviews. Senators are urged to reach out to part-time faculty as well. Beginning this quarter, the PRC proposes that each reviewed unit meet with PRC for informal discussion/conversation, after PRC has read the program review and before it writes its report. A regular time will be set. Senators are directed to solicit feedback from constituents regarding the program review process and the PRC invitation for in-process dialog. PRC will take all suggestions under advisement.
Committee reports	*Academic Integrity Committee* AIC asks departments and divisions writing their standards for online classes to move from punitive to positive in their statements about academic integrity. In particular, the AIC requests that standards for online classes regarding how to "stop cheating" be replaced with

standards about how to "establish and uphold a culture of academic integrity."

AIC also reminds faculty that the Foothill Academic Integrity policy is available online as a pledge that students can sign, with a copy automatically sent to the instructor. The link is http://foothill.pledge.sgizmo.com/s3/

A shortage of Z-Card policy statements was noted, and that a box of them in each division office would be helpful.

Committee on Online Learning
COOL invites faculty to join the Canvas migration group.

Student Equity Workgroup
Meets Jan 12 at 1:30PM. There are two upcoming events:

Thursday Jan 12, 1-4PM in Appreciation Hall, documentary filmmaker Jose Antonio Vargas presents his latest film, "White People." Q&A with the filmmaker to follow.

A two-day Courageous Conversations event is scheduled May 26-27. This is an approach to facilitating difficult conversations about race. Led by Glenn Singleton of the Pacific Educational Group.

Professional Development Committee
Upcoming activities:

Professional Practice Exchange
Friday Jan 22 1-4PM in the Hearthside Room
Faculty and staff who have recently completed a Professional Development Leave, as well as some who have recently facilitated professional development opportunities for our campus will share their experiences and what they learned.

The reflective writing challenge begins again this quarter. It's too late to sign up to participate, but every blog needs readers. Watch this page for the link: http://www.foothill.edu/staff/development/

Assessment and Placement Ad Hoc Committee
No meeting yet this quarter.

College Curriculum Committee
Meeting next week

Commencement Committee
Breeze Liu will ask ASFC to get involved.

Planning and Resources Council
Meets next Wednesday. Expect reports from the Basic Skills Initiative, the Student Equity Workgroup, the Student Success and Services Plan, and the Accreditation Committee.

	With the new Educational Master Plan goals and new college leadership, PaRC will examine committee and governance structures at the college. Discussions are beginning, will keep you posted and ask for feedback. *SLO Committee* Will meet Jan 19 *Academic and Professional Matters* Meets Friday 1/15. This group comprises district administrative leadership and faculty leadership from both colleges. *Chancellor's Advisory Council* Meets Friday 1/15.
Announcements (limited to 3 minutes, Senate cannot take action)	Classified Senate President Karen Smith announced a program of service excellence coming from classified staff. With the yellow referral cards she distributed, anyone can refer a student to appropriate resources on campus. "Stop the Bump." Help students find what they need when they need it. For more cards, contact Karen at smithkaren@foothill.edu The Physics Show has performed 10 shows for about 10,000 people, including 4 December shows for Title 1 schools that came with a free T-shirt. One run left next weekend. Get tickets at http://www.thephysicsshow.com Our new library is OPEN!! Come visit! Light and air, lots of different beautiful and functional spaces. High tech and high touch. Students love it! Coolest place on campus, by far... There is a FH Adjunct community, a closed social network group. If any part-time faculty want to join, the easiest way is to contact Roseann Berg or Katherine Schaefers. Alternatively, you may also request to join at https://groups.google.com/d/forum/foothill-college-adjunct-community Academic Senate Office hours for Winter quarter will be Mondays from 11-11:50AM and 1-1:50PM (not noon-2pm as previously reported) and Wednesdays from noon-2pm in room 1929. A senate officer will be on hand to discuss any senate-related business of interest to you or your constituents. The Academic Senate's Administrative Program Review (annual update) is being prepared in Office 365. A rough draft with a link will be available soon.
Adjournment	Meeting adjourned at 3:42 PM