

**Foothill College Academic Senate Meeting Minutes**  
**Monday, January 23, 2017**  
**2:00 P.M., Toyon Room**

<b>ITEM</b>	<b>ACTION</b>
1. Call to Order	Quorum present 1:58PM. Holcroft called meeting to order 2:01PM
2. Roll Call	<p><u>Senators Present</u>  Micaela Agyare (LIB) for Mary Thomas  Jody Craig (KA)  Kimberly Escamilla (LA)  Isaac Escoto (AS VP/CCC Co-ch '15)  Lisa Eshman (BHS)  Jordana Finnegan (LA)  Donna Frankel (PT rep '16)  Carol Josselyn (FA&amp;C)  Carolyn Holcroft (AS President '16)  David Marasco (PSME)  Kathryn Maurer (BSS)  Patrick Morriss (AS Secretary/Treasurer '15)  Jose Nava (BSS)  Rosa Nguyen (PSME)  Rita O'Loughin (KA)  Katherine Schaefer (PT rep '15)  Voltaire Villanueva (CNSL)</p> <p><u>Liaisons Present</u> –  Andrew LaManque (President's Cabinet)  Ramiel Petros (ASFC President)</p> <p><u>Guests</u>  Gilbert Wong, newly-elected member, FHDA Board of Trustees  Lisa Ly, institutional researcher  Casie Wheat, Testing center director  San Lu, Disability Resource Center</p> <p><u>Senators Absent</u>  Bruce McLeod (FA&amp;C)  Tobias Nava (CNSL) for Cathy Denver</p> <p><u>Liaisons Absent</u>  Faculty Association - not yet appointed  Classified Senate – not yet appointed</p>
3. Adoption of Agenda	Holcroft amended list of hiring committee appointments. Motion to adopt the amended agenda M Marasco S Maurer. Approved by consent.
4. Public Comments	<p>Members of the public may address the senate concerning items not on the agenda. Limited to 3 minutes each. Senate cannot respond or take action.</p> <p>There were no comments from members of the public.</p>
5. Approval of Minutes November 28, 2016	No discussion. Approved by consent
6. Consent Calendar	Sustainability Committee: Dan Svenson (HORT), Robert Cormia (NANO), Gillian Schultz (BIO) COOL chair for Winter & Spring: Allison L. Meezan (GEOG) (for Kate Jordahl)

	<p>Approved by consent.</p> <p>College and District committees in need of faculty to serve as Academic Senate representative(s): Hiring committee for full-time faculty member in communications.</p>
7. Hiring committee appointments	<p>Counseling Division Assistant (classified staff): Dokesha Meacham (CNSL)</p> <p>Apprenticeship Coordinator (classified staff): Bruce McLeod (THTR)</p> <p>Dean of PSME: Nicole Gray (MATH), David Marasco (PHYS), Mike Murphy (CS)</p> <p>Dean of Fine Arts/Kinesiology &amp; Athletics: Bruce Tambling (MUS), Andy Ruble (ART), Kay Thornton (MDIA)</p> <p>Senior Program Coordinator, 3SP (classified staff): Elaine Piparo (CNSL)</p> <p>Administrative Assistant I, Counseling Center (classified staff): Anabel Arreola-Trigonis (CNSL)</p> <p>Student Success Specialist, Owl Scholars Program (classified staff): Lety Serna (CNSL)</p>
8. Unfinished Business	
a. Priority enrollment for athletes	<p>BSS, BHS, FA&amp;C, and the Library representatives reported very strong support for the proposed change in priority enrollment policy. LA, Counseling, and the Part-Time representatives reported unanimous constituent support. [Some concern was expressed in BSS about whether this action represents our values.]</p> <p>PSME showed more of a range of opinion. The questions were, what other groups do we expect to make a case for priority enrollment, and what criteria should we use to decide? It was acknowledged that this policy is a step toward reinstating priority registration based on group membership, rather than by behavioral cues established by the student success initiative a few years ago. It was also acknowledged that this policy is a reflection of the recruiting world our coaches navigate.</p> <p>ASFC discussed the issue and is in favor. From the student view, the policy is not expected to adversely affect any students. Like academic senate, ASFC also sees this change as a precedent, but believes it would be acceptable to extend to athletes for now. ASFC would find helpful a college practice of scheduling classes (day and time) a year in advance.</p> <p>K&amp;A division representative Craig thanked those outside the athletic department for seeing this issue from the coaches' point of view.</p> <p>Motion to adopt the policy M Nava S Villanueva. Approved on a voice vote. Officers are directed to first take the issue as an information item to the Academic and Professional Matters meeting this Friday.</p>
b. Accreditation by ACCJC – feedback from constituents	<p>In November, Faculty Association President Rich Hansen asked senate to consider a statement of support for community colleges to move toward selecting an accrediting agency to replace. BSS reps shared overwhelming support for the change, specifically mentioning lack of transparency with our current accreditor.</p> <p>There was senate support for our college president and the board of trustees to move toward a new accreditor if that's their intent. Senate officers will let that support be known in appropriate venues.</p>

<p>c. Apprenticeship curriculum process</p>	<p>Escoto reported that the College Curriculum Committee approved a motion to establish a new divisional curriculum committee specifically for apprenticeship coursework. Bruce McLeod will chair the new divisional committee and attend CCC meetings as its representative. The remaining point to decide is the voting power of the new committee on CCC matters.</p>
<p>d. Board Policy /Admin Policy 5300 (Student Equity)</p>	<p>DeAnza academic senate suggested adding two sentences to the Board Policy concerning the offices responsible for implementation. It was suggested that the two sentences are more appropriate to an Administrative Procedure than a Board Policy. On the condition that the two sentences are shifted from the BP to the AP, a motion was offered affirming the change M Maurer S Marasco. Motion approved my consent.</p>
<p>9. New Business</p>	
<p>a. New testing center policy/procedure</p>	<p>Testing Center Director Casie Wheat and San Lu from the Disability Resource Center shared the new policy deadlines for accomodated testing. Faculty are to deliver exams to the testing center (in person or via Clockworks) by 10AM on the day prior to student appointment.</p> <p>Clockworks apparently works smoothly with the Firefox browser, less so with others, but the issue is nothing testing center staff can fix. Faculty are advised to use Firefox for now when submitting tests through Clockworks. It's also possible to send comments to the testing center staff through Clockworks. The staff there prefer that faculty utilize this communication channel over email for the organized communication records the software keeps in all cases.</p> <p>There was some concern that if a faculty member misses a testing center deadline, the failure can be reflected in an administrative or peer evaluation (Appendix J1 of the Faculty Association Agreement). That possibility can be especially disconcerting for our large number of part-time instructors. Wheat indicates that she works closely with faculty, and extends invitation to faculty for conversation about issues with accomodated testing. Lu works with students as well, can accommodate challenges, and expressed a great willingness to work things out. Both can discuss individual cases with faculty to find solutions. The J1 language comes from the law and the Office of Civil Rights.</p> <p>Several senators expressed thanks from faculty to testing center staff. Our processes have improved recently and continue to do so.</p> <p>There was a request to extend the 3-day student deadline to 8 days because of the large number of classes that meet once a week. It was suggested that we get student feedback before any such change.</p> <p>Lu pointed out that requesting accomodations and scheduling an accomodated exam are separate processes. Often, students will "request" but then choose not to "schedule."</p> <p>Senators are asked to remind faculty about the 10AM faculty deadline, and to ask faculty to remind students about their deadline for scheduling an appointment for accomodated testing. Students must make their appointments three days in advance during the quarter, and seven days in advance for final exams.</p>
<p>b. DRAFT Senate Program Review</p>	<p>There was a suggestion to use the senate program review to request release time or other compensation for high time-demand committee work, e.g., Program Review Committee, Professional Development Leave Committee, College Curriculum Committee, etc. Documentation of time commitments is helpful in making the case. It was pointed out that reincentivizing certain committees may simply shift the workload to other committees. Creative incentives for PT instructors may also help. Our accreditation Quality Focus Essay will contain a point about this.</p>

	<p>Officers are asked to compose an additional paragraph in senate program review concerning service to the college and the time commitment for various campus committees.</p>
c. Institution Set Standards and IEPs	<p>Lisa Ly from Institutional Research provided context for accreditation "set standards" and goals. She shared that accreditation standards have moved from institutional resources and actions to student-related outcomes such as number of degrees awarded, time-to-degree, etc., for various student subpopulations. She described "floor" standard of 75% of 3-year average for each metric, with specified target increases to form our "aspirational" goal.</p> <p>Several institutional effectiveness metrics were presented for consideration, some currently in use, like 6-year completion, and others that are new, like median time to degree/certificate. As part of their separate program accreditation process, several of our CTE programs already look at licensing exam success and job placement rates.</p> <p>This quarter, the college will discuss these IEPI goals that we set for ourselves. Standards and goals for student success is one of the academic senate's areas of purview. Faculty will be invited to help shape answers to three questions:</p> <ol style="list-style-type: none"> <li>1) Should the college look at our institutional effectiveness over a 5-year period, as opposed to our current 3-year analysis? The longer window might allow us to account for program changes.</li> <li>2) Should we revisit standards and goals and rates annually?</li> <li>3) Would it be valuable to consider completion goals at the program level?</li> </ol> <p>There are two aspects here, selecting metrics, then deciding on goals for those metrics. For now, senators are asked to alert constituents to the upcoming discussions and decisions about evaluating our institutional effectiveness.</p>
d. Elections committee nominations	<p>Two officer positions (Vice President and Secretary/Treasurer) and one of the two senate representatives for part-time faculty are up for election this spring. All positions are two-year terms.</p> <p>The senate must establish an elections committee to recruit candidates and to organize and execute the elections. Holcroft asks interested senators to contact her.</p>
10. Committee reports	<p>a. Compilation available on web page. Senator are asked to distribute to constituents.</p> <p>b. Accreditation – Quality Focus Essay Topics. Discussion postponed to next meeting.</p>
11. Announcements	<p>Limited to 3 minutes. Senate cannot take action</p> <ol style="list-style-type: none"> <li>a. All campus convocation coming up on February 3, details TBD by president's office. Brainstorming, grassroots planning about service learning.</li> <li>b. Panel on "Fake News" hosted by the Foothill librarians Wed Jan 25 at noon in room 5015. Lunch beforehand at 11:30AM.</li> <li>c. Three upcoming town hall meetings regarding the District's budget, convened by Chancellor Judy Miner. Please make every effort to attend one (or more) of these. Many of the issues of enrollment management  Feb 22, 12:30-2:00 Hearthside Room, Foothill  Feb 23, 12:30-2:00 Room 124, Sunnyvale Center</li> </ol>

	<p>Mar 7, 12:30-2:00 Conference Rooms A/B, De Anzaa.</p> <p>d. ASFC is looking at textbook costs, and will bring information to senate.</p> <p>e. Our physics department wrapped up the last Physics Show for the year this past weekend, with over 12,000 attendees. The University of Minnesota sent a representative to check the show out. U of Minn puts on the largest physics show in the country.</p> <p>f. Ireland Study Abroad informational meetings this week: Wednesday at noon and Thursday at 4PM in Room 3101.</p> <p>e. Academic Senate Office Hours for Winter quarter  Mon &amp; Wed Noon – 2PM  Tues &amp; Thurs 10:00 – 11:30AM  Room 1929 in the administration building breezeway.  An officer will be available for discussion of senate-related issues.</p>
11. Adjournment	4:09 PM