Foothill College Academic Senate Meeting Draft Notes

## November 26th 2018, 2:00 P.M., Toyon Room

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| **ITEM** | **Attachments** |
| 1. Call to Order | Escoto called meeting to order 2:03PM |
| 1. Roll Call |  |
| 1. Adoption of agenda | ***Approved by consensus*** |
| 1. Public comment on items not on agenda (senate cannot discuss or take action) | **Senators Present**  Isaac Escoto (AS President)  Ben Armerding (AS Vice President/CCC Faculty Co-Chair)  Katherine Schaefers (AS Secretary/Treasurer)  Tracee Cunningham (CNSL)  Voltaire Villanueva (CNSL)  Kathryn Maurer (BSS)  Micaela Agyare (Library)  Amber La Piana (LA)  Hilary Gomes (FA/Comm)  Jordon Fong (FA/Comm)  Donna Frankel (PT rep)  Robert Cormia (PSME)  Sara Cooper (BHS/FA rep)  Natasha Mancuso (BSS)  David McCormick (LA)  **Liaisons Present**  Kristy Lisle (VP Instruction/Institutional Research)  Carolyn Holcroft (Professional Development)  **Senators Absent**  Rita O’Loughlin (KA/Athletics)  Dixie Macias (KA/Athletics)  David Marasco (PSME)  Mimi Overton (SRC)  **Liaisons Absent** |
| 1. Approval of Minutes: | ASdraftminutes11-05-18  ***Approved by consensus*** |
| 1. Consent Calendar | Search Committee for Permanent Dean of Enrollment Services: Cathy Denver (Cnsl)  Shaelyn St Oge-Cole Tenure Review Committee: Maureen Macdougall to replace Angela Su (stepping down from committee) as committee chair, Lisa Eshman (stepping in for vacant spot).  ***Approved by Consensus*** |
| 1. Unfinished Business (10+1 area(s) indicated): |  |
| 1. New Business (10+1 area(s) indicated) |  |
| * 1. Faculty Awards | 1819HaywardAwardLetterfinal  2018-19DiversityLetterfinal  Hayward Award and the Stanback-Stroud Diversity awards are still open. Nominations for these two awards are made through the Academic Senate. The Deadline for the Hayward Award is nearing at the end of December (Monday, December 17th at 5pm). The nomination deadline for the Diversity Award is coming up in February (February 11th 2019).  Dolores Davison nominated Senate Secretary/Treasurer Katherine Schaefers for the Hayward Award.  Nominations are still open! If you feel a faculty member may match the above criteria, please forward on that individual for nomination.  <https://www.asccc.org/awards> |
| * 1. Committee On Online Learning | Discussion on whether or not (and if so how) to reinstate COOL – the Committee On Online Learning.  As our governance system has changed, our committees of the past no longer exist as independent bodies. COOL was an important body that gave a specific voice and representation to the Foothill online community.  Who would COOL report to?  COOL would be best as a sub-committee of the Academic Senate so there would be a clear reporting/recommendation structure (e.g. COOL would report out to the Academic Senate, and then the Academic Senate would take that recommendation to the most appropriate body/group.  Comment:  If we restart this, we would need a rep from each division, or we would need to make clear that our Senate reps would need to bring COOL feedback to their Divisions. In the past, COOL was only represented by certain divisions. Feelings that faculty in the underrepresented divisions were not being reached.  Comment:  COOL met in conjunction with DEAC, the Distance Education Advisory Committee, which was chaired by the Dean of Distance Learning, and staffed by classified employees in the Online Learning Office, and it also included student representation, so it was much more like a governance committee. This was very beneficial for many reasons, especially the ability of the Dean of Online Learning to communicate COOL/DEAC efforts with all online faculty.  Comment:  Need a clear understanding of what sorts of decisions that COOL would be making, we could then decide whether we needed a rep from each division.  Comment:  What would be the charge of COOL? Some examples of what COOL might tackle and/or was working on last year – open educational resources, bringing costs down for students, recommendations regarding a cap on online classes vs. in-person classes, the creation of college-wide quality standards (vs. Division only standards), etc..  Comment:  Would the Dean of Online Education be part of this group? We would extend an invite for the dean of online education and other online learning staff to attend COOL meetings.  Comment:  Since each division had different sets of online standards (effort lead by senate/curriculum committee), could the COOL committee help standardize some things for students? Also, discuss possible having campus wide online course norms such as a standardized Canvas shell (e.g., would a common place for online class syllabi). Right now, syllabi for different online classes are often housed in many different locations within Canvas. A need for norming to happen so deans don’t evaluate different online classes with different standards (while still using the J1 form). Mention that some sort of consistency in online courses would make it easier for deans to evaluate.  Comment:  Former COOL committee members would like the community back, as the work was valuable, so we would like COOL to be reinstated now. However, based on the former DEAC/COOL structure, it sems there may be a gap in the new governance structure, and we might want to bring this to the January check-in regarding the new governance structure.  Comment:  The work of the Distance Education Advisory Committee also needs to be addressed and integrated in the new governance structure.  Comment:  A member of the new COOL committee would be great to have in the Community and Communications Committee of the new Governance structure.  Comment:  Let’s create a meeting with interested faculty and Senate officers to form a new COOL committee.  Comment:  It might be beneficial to start a COOL committee now, so that we may help to inform our Senate over the next year.  Comment:  The online information from Judy Baker’s office (Dean of Online Learning) was a combination of DEAC and COOL discussions and input.  Comment:  Did the members of the committee need to have online experience?  Not necessarily needed, but the members of COOL were online full and part time faculty, as well as students who took courses online.  Comment:  Part of this conversation is in the charge of our new Education and Equity governance committee. We could adopt this piece of the charge to inform what COOL would look like.  **Motion to approve creating a Committee On Online Learning (COOL) as a sub-committee of Senate**  **Motion:**  **Katherine Schaefers**  **Second:**  **Kathryn Maurer**  Comment:  First order of COOL might be to create an official charge to take back to the Senate. We will also need a chair. Once the committee has a clear charge, we can then work on recruiting faculty from across campus to join COOL.  Comment:  It would make sense to start this in the Winter quarter. Organize the agendas for the year at that time. |
| * 1. Committee Reports | With our new governance structure, in order to connect the Senate and our constituents, the Senate will include a verbal report-out from the chairs of each of the four governance committees during our meetings.  Governance Committees website:  <https://www.foothill.edu/gov/>  \*Governance pages are kept up to date by each of the four committees’ Facilitators  **Advisory Council**  Met on 10/5, 10/19, 10/26, and 11/2.  Next meeting on 11/30 and then again on 12/14  **-**Budget reduction recommendations  -Plan introduced regarding percentages and amounts of money that will be cut from different parts of the campus. The Council was asked to vote on a budget reduction plan by Nov. 2nd.  -Questions arose: How can we vote on a plan regarding percentages and amounts if we don’t know who will be affected? ACE requested that names and positions of those affected by position reduction not be mentioned.  **Revenue and Resources**  Will meet 11/30  **Equity and Education**  Met on 10/5, and 11/19  Next meeting on 12/7  Next meeting: Friday, Nov 30th 1-3pm in the Toyon room.  -Faculty hiring through an equity lens  -Mitigating achievement disparities for our students. Where are committee member current feelings and beliefs regarding faculty hiring? These discussions to inform equity plan 2.0.  -Charged with evaluating the entire student equity plan 1.0. Started by looking at STEM Core and the Honors Institute. Arriving at a values statement in mitigating achievement disparities for our students.  -Charged with generating a values statement on AB 705  **Community and Communication**  Met on 10/5, and 11/9  Next meeting TBD  -Have not focused down yet on the main commitments for the year. Will do so at the next meeting.  -What is Service Learning? How do we define this? How does it fit in?  -Service Learning Initiative gave a report-out of Service Learning at Foothill. The full report is up on our website here: <https://www.foothill.edu/gov/community-and-communication/>  Commentary  -The line of communication in our new governance structure is not clear to faculty. If we are unhappy with a decision, or would like to give input, whom do we contact?  -The faculty representatives on each of these committees need to be known and publicized.  -With governance committees meeting once a month, there seems to be no time for discussion. Feelings of being blindsided by a vote.  -When we are going to vote on something, process needs to be clear. We need our governance committee representatives to be able to tell constituents when a vote will happen, and what is known (context) regarding the vote.  Escoto to ask committee faculty tri-chairs for an update after each committee meeting, so as to share updates with senate reps, which will then share with their constituents. |
| * 1. Annual Budget Request Form | AnnualStratBudgetPlanningForm 11-8-18  *Due to the smoke and fires from the Butte Camp Fire, timeline here will need to be adjusted.*  Escoto:  -This is the first read, Monday will be the second read. If we need more time for discussion/an additional read, we can request more time.  -This form is to help us institutionally plan going forward - to be more purposeful and strategic.  Comment:  How is this different than our old Annual Program review?  -Data is not required in this form.  -We would fill out this form every year. The program review would be done every 5 years.  -Every program should put whatever they need on this form every year, so that we can see what is needed ahead of tie.  -The goal is to be able to fill this form in online.  Comment:  Would the COOL committee fill out this form?  We could use this as a supplement  Comment:  -We would be filling this out ahead of time, for the following year’s requests.  -We are encouraging folks to think ahead.  -IP&B will discuss timeline/process (what group of folks will review request) in the future.  Comment:  Last year, requests seemed to pop up without forewarning, this new form is an attempt to see what funds will be needed so we can plan.  Comment:  Non-CTE release time looks to be missing. Isaac to follow up with Kristy.  Comment:  -Will grant funding be included? Isaac to follow up with Kristy. |
| * 1. Budget Reduction Timeline/Updates | Concerns:  \*Moving forward, will there be any changes in administration?  \*What is happening with Classified positions? Association of Classified Employees (ACE) requested for administration to not officially share which positions would be cut and moved around.  \*People would like to be more involved in creating a plan, instead of having a plan shared to them and being asked for feedback at that point.  \*People would like to have been involved in assessing which positions to cut.  \*Part time faculty have not felt valued during the budget reduction.  Comment: There was a plan to be shared regarding what classified positions were to be a part of budget reduction, but the plan was not shared due to ACE’s request.  Comment: Faculty would like to be involved in a systematic manner as a part of producing a budget reduction plan, prior to the plan being shared for feedback.  Timeline:  \*Dec 14th meeting of the Advisory Council, Pres. Nguyen will provide updates on any reorganization of administration going forward.  \*January/February updates on Classified Positions. Pres. Nguyen will share plan for classified positions to be a part of budget reduction, as by then, early retirements will have been considered by the Board, and any bumping would have been sorted out by the district. |
| 1. Announcements (limited to 3 minutes, Senate cannot take action)    1. Fire Relief Donations    2. Smoking Policy Feedback    3. Guided Pathways Update    4. Senate Constitution Taskforce    5. Chief of Police Open Forum | Please note senate emails regarding donation opportunities to support colleagues/students affected by the California fires.  Volunteers for the Senate Constitution Task force still needed. Please think about volunteering. |
| 1. Adjournment | Meeting adjourned 4:07PM |

**Upcoming ASCCC Events (State Academic Senate)**

[ASCCC Student Learning Outcome Symposium](https://asccc.org/events/2019-01-25-160000-2019-01-26-010000/2019-student-learning-outcomes-slo-symposium), January 25th 2019, Santa Ana College

[2019 Part-Time Faculty Institute](https://asccc.org/events/2019-02-21-200000-2019-02-23-200000/2019-part-time-faculty-institute), February 21-23, Newport Beach Marriott Hotel

Distribution: Isaac Escoto (AS President 20’), Ben Armerding (AS Vice President/CCC Faculty Co-Chair 19’), Katherine Schaefers (AS Secretary 19’), Tracee Cunningham (Cnsl), Voltaire Villanueva (Cnsl), Kathryn Maurer (BSS), Natasha Mancuso (BSS), Micaela Agyare (Library), Amber La Piana (LA), David McCormick (LA), Hilary Gomes (FA/Comm), Jordan Fong (FA/Comm), Donna Frankel (PT rep 20’), Robert Cormia (PSME), David Marasco (PSME), Sara Cooper (BHS/FA Rep), Maureen Macdougal (BHS), Rita O’Loughlin (KA/Athletics), Dixie Macias (KA/Athletics), Mimi Overton (SRC), Carolyn Holcroft (Professional Development), Kristy Lisle (Admin rep), Chelsea Nguyen (ASFC President), Ron Painter (guest/PSME).

CC: Karen Chow (De Anza Academic Senate President), Thuy Nguyen (College President); Tim Shively (Faculty Association President); Anthony Cervantes (Classified Senate President)