

Academic Senate Approved Minutes May 22, 2023

Meeting called to order at 2:05 p.m.

Role call (Cormia)

Voltaire Villanueva (President)	(4006)
Jordan Fong (Executive Vice President)	(4006)
Eric Kuehnl (Vice President of Curriculum)	(remote)
Robert Cormia (Secretary/Treasurer)	(4006)

**APPR**

Brian Murphy	(absent)
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**BSS:**

Brian Evans	(4006)
Mona Rawal	(4006)

**CNSL:**

Tracee Cunningham	(4006)
Leticia Serna	(remote)

**DRC/VRC:**

Mayra Palmerin-Aguilera	(4006)
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**FA/Comm**

Ché Meneses	(4006)
Kate Jordahl	(4006)

**HSH:**

Rachelle Campbell	(4006)
vacant	

**KA:**

Katy Ripp	(online)
Rita O'Loughlin	(4006)

**LA:**

Stephanie Chan	(4006)
Rocio Giraldez Betron	(online)

**LRC:**

Kimberly Escamilla	(online)
Mary Thomas	(4006)

**STEM:**

Matthew Litrus	(4006)
Rosa Nguyen	(4006)

**PT Reps:**

Roxanne Cnudde (Michael Chang - 4006)  
Ellen Judd (4006)

**Other Members:****ASFC:**

Skye Bridges (Ibrahim Syed - 4006)

**Classified:**

Adiel Velasquez (4006)

**FacAssoc:**

John Fox (4006)

**Prof. Dev.:**

Carolyn Holcroft (4006)

**Chair of COOL:**

Allison Lenkeit Meezan (online)

**Student Learning Outcomes Coordinator**

Kerri Ryer (absent)

**Dean of Equity:**

Ajani Byrd (online/FH)

**President's Cabinet:**

Kurt Hueg (4006)

Agenda was adopted by consensus (Mary Thomas, first, Stephanie Chan, second)

Approval of the minutes from May 15, 2023 by consensus (Stephanie Chan, first, Mary Thomas, second) note to change Letti spelling to Lety. Yes vote was unanimous (Kate Jordahl abstains)

Consent calendar - please reach out to division faculty for division faculty replacements on the executive committee soon. There will be a need for Tenure Review Committees (TRCs) in fall quarter for new hires made in spring. We should try to form TRCs by the end of this year, if possible. We're looking at about ten new TRCs in fall. We have two people in the due process pool (David Morasco and Bill Ziegenhorn) and a J1 training workgroup (two faculty from AS, two people from FA, and Valerie Fong and Roosevelt Charles) Motion to approve the consent calendar (Rochelle Campbell, first, and Rosa Nguyen, second) was approved by consensus.

There was a question, is there a date set for the Senate retreat? We still need to decide that,

There was no public comment

Item #7 Resource allocation guidelines

Item #4 in physical resources, the finance allocation team was mentioned. Final approval goes onto MIP-C. Feedback for RAG.docx if there's any further feedback, please email Ram.

We are currently in year five of a 5-year plan we came up with five years ago. For the new 5-year, 2024-25 will be year one of the next cycle. Year five of the current plan is 2023-24, but we changed the process. There was a correction made (Ethnic to Ethnic Studies) Allison made a comment about a comprehensive review being staggered. A list of programs need to be added such as Global Studies. Mary made a comment about the library and other departments under LRC being listed under the student success program umbrella. We are currently under the 2023-24 cycle. We are pushing new reviews into spring (2024) as there are so many things going on in the fall.

Item #9 working definitions for guiding principles for equitable course outlines of record.

Stephanie made a comment suggesting that a reference to Dr. Suess be removed. A motion was made to approve the guiding principles (Che Menes, first, Ibrahim Syed, second). The vote to approve the Guiding Principles was passed unanimously, with one abstention.

Item #10 working definitions to approve

There was a simple motion to approve the definitions, (Ibrahim first, Jordan Fong, second) Item #10 was approved unanimously with two abstentions

Item #11 Chair of COOL

Allison Meezan is standing in for Kerri Ryer, we need to have a permanent replacement, please bring nominations forward, COOL will vote on June 2nd, nominations should be made by May 31st to get onto the agenda. The position does come with reassigned time. Allison mentioned that 70% of our courses are now taught online, and COOL is the faculty voice for this effort.

Item #12 distance education plan

This was approved by the COOL committee, but must be affirmed by the Academic Senate.

There was a comment about course quality (item #7 in the DE plan) which takes academic integrity into consideration. There were comments about academic integrity insertion to course quality. There was a question about who would enforce academic integrity. The role of student affairs is important. **Mary Thomas commented that the librarians want to collaborate in the development of any library and tutorial materials.** There was a motion to approve the document (Rosa Nguyen first, Ibrahim second) the motion was passed unanimously by senate (voice)

Item #13 Action on the DE plan

Course quality, RSI, and POOCR, there were comments about what it means to have a continuous commitment to course quality and oversight. Allison commented that there was a recent study statewide that found that Foothill College is the lowest in required hours of training. (COOL) will look deeper into the process of online education, and what will be the requirement for (Canvas) training. Rachelle commented our (Canvas) training is significantly more work than 6 hours. There was a comment that we may need to have the ability to pivot all our classes to online (noting the pandemic and other emergencies). There was a comment that faculty are expected to pivot to online, noting recent emergencies. John Fox commented that the FA response is that faculty aren't (contractually) expected to pivot online. John commented that there could be a difference in expectation between FA and the District on this, and there should be a conversation. Allison commented that what we're really talking about here is the necessary actions that COOL believes is necessary to the quality of online teaching. David commented that an "automatic pivot" to online (from an emergency) may not result in a quality educational experience. Kimberly commented that while some (perhaps many) faculty feel comfortable online, some (or many) faculty don't have that level of comfort. There should be a goal to have faculty comfortable and competent in teaching online. Che commented that the learning outcomes in a communications class he plans to teach online will have different learning outcomes. Che commented the bare minimum 6 hours was more about Canvas functions than about teaching online. Allison commented one area online learning is really working on is folding in pedagogy and course design into (teaching) asynchronous online.

Kate commented her support towards course quality and Alison about the need to support faculty is learning to be effective in teaching asynchronous online. How can we create an atmosphere of support for faculty to be effective teaching online. Goal #7 is about shifting the organizational culture to continuous support, continuous improvement, in online teaching. Rosa commented that the Canvas training is a focus on skill set, the training we're looking to evolve into includes course design, teaching, working with a course mentor, to be effective in online teaching. Voltaire asked whether faculty already teaching online could be grandfathered, or what ongoing professional development should be provided (for online teaching). Allison commented that online instructors be provided to have some minimum amount of Canvas training. Kurt commented that we're looking for a higher level of training, rather than the basics of how Canvas works.

Carolyn commented on the discussion starting with "minimum Canvas training" to provide training at a much higher level, and to be clear (and intentional) about requiring the ability to pivot to online (in the case of an emergency). Carolyn also commented on the need to be proactive, in our training, in order to be able to teach online. There could be a checklist of skills that we need, rather than a minimum number of hours. Ibrahim mentioned that he felt the system of education (Canvas). Voltaire commented on the difference between technical training on Canvas and pedagogical training. Voltaire commented that we have one final meeting, how does the Academic Senate support COOL in goal #7, an ongoing goal of increasing competence and effectiveness in teaching online. Online, synchronous, and hybrid courses. Allison shared that COOL will come back to AS, and coordinate with FA and the administration.

Voltaire shared that we may not get endorsement by the end of June. Katy asked if the COOL committee had thought of using POCR as a means of providing training for online faculty?

#### Item #14 faculty speaker nominations for commencement

Daphne Small introduced Ibrahim and other students, including Joshua (incoming VP). Joshua shared the results of the process to get nominations for faculty speaker Lawrence Lew, Brian Evans, and Jeff Anderson. These are the top three choices by the student body. The Academic Senate will affirm the names and give the list back to ASFC. A motion was made to affirm these speakers, (Judd, Fong) the motion was passed unanimously by voice vote.

#15 - Resolution on avoiding major religious holidays. The Senate's resolution was read, including the resolution. David commented that this resolution is consistent with previous actions to move holidays (Veterans day, Ceaser Chavez) to the actual day. Doreen from the classified senate also spoke about the holidays impacted by opening day. Voltaire commented that this is within the purview of the Academic Senate; we do have precedence to talk about holidays (professionalism). There was a question and comment about the requirement for an apology from the District to the Jewish community, regarding scheduling. Jordan, a member of the scheduling committee, commented on the difficulty of scheduling opening days, and the entire academic calendar, can be very difficult. Kurt commented that we have 175 days of instruction, but we don't have classes that are moved because of religious holidays. Voltaire commented that given that we have a resolution for information today, and action in two weeks, that we need to think about this and bring back feedback in two weeks. There was a comment about the influence of Christian doctrine in setting much of our calendar (winter break, etc.)

#### Item #16 Board policy drafts and administrative procedures.

Voltaire asked for feedback on the AP/BP, he will bring feedback back to a larger body. Voltaire commented about the process and some of the items, including computer and network. The AP/BP are written with a legal perspective.

#### Item #17 Announcements

John commented on needing a faculty for due process. David Marasco commented on early data from the license plate readers. David shared some of the restrictions and requirements for searching data. David also mentioned cameras that were installed up in PSEC (a response to vandalism that occurred more than a year ago). David shared that the police department has been transparent about how the data is used.

Meeting adjourned at 4 p.m. Our next and last working meeting is Monday June 5th

Roll call vote #1 Item #9

Voltaire Villanueva (President)

Jordan Fong (Executive Vice President) Y

Eric Kuehnl (Vice President of Curriculum) Y

Robert Cormia (Secretary/Treasurer) Y

**APPR**

Brian Murphy (absent)

**BSS:**

Brian Evans Y

Mona Rawal Y

**CNSL:**

Tracee Cunningham Y

Leticia Serna (no proxy)

**DRC/VRC:**

Mayra Palmerin-Aguilera Y

**FA/Comm**

Ché Meneses Y

Kate Jordahl Y

**HSH:**

Rachelle Campbell Y

vacant

**KA:**

Katy Ripp Y

Rita O'Loughlin Y

**LA:**

Stephanie Chan Y

Rocio Giraldez Betron Y

**LRC:**

Kimberly Escamilla Y

Mary Thomas Y

**STEM:**

Matthew Litrus Y

Rosa Nguyen Y

**PT Reps:**

Roxanne Cnudde Y

Ellen Judd Y

**Other Members:**

**ASFC:**

Skye Bridges Ibraim Y

**Classified:**

Adiel Velasquez Y

**FacAssoc:**

John Fox Y

**Prof. Dev.:**

Carolyn Holcroft Y

**Chair of COOL:**

Allison Lenkeit Meezan Y

**Student Learning Outcomes Coordinator**

Kerri Ryer (absent)

**Dean of Equity:**

Ajani Byrd (abstain)

**President's Cabinet:**

Kurt Hueg Y

Roll call vote #2 Item #10

Voltaire Villanueva (President)

Jordan Fong (Executive Vice President) Y

Eric Kuehnl (Vice President of Curriculum) Y

Robert Cormia (Secretary/Treasurer) Y

**APPR**

Brian Murphy (absent)

**BSS:**

Brian Evans Y

Mona Rawal Y

**CNSL:**

Tracee Cunningham Y

Leticia Serna (no proxy)

**DRC/VRC:**

Mayra Palmerin-Aguilera (Y)

**FA/Comm**

Ché Meneses (Y)

Kate Jordahl (Y)

**HSH:**

Rachelle Campbell (Y)

vacant

**KA:**

Katy Ripp (Y)

Rita O'Loughlin (Y)

**LA:**

Stephanie Chan Y

Rocio Giraldez Betron Y

**LRC:**

Kimberly Escamilla Y

Mary Thomas Y

**STEM:**

Matthew Litrus Y

Rosa Nguyen Y

**PT Reps:**

Roxanne Cnudde (Michael Chang) Y

Ellen Judd Y



**Other Members:**

**ASFC:**

Skye Bridges (Ibrahim) Y

**Classified:**

Adiel Velasquez Y

**FacAssoc:**

John Fox abstain

**Prof. Dev.:**

Carolyn Holcroft Y

**Chair of COOL:**

Allison Lenkeit Meezan abstain

**Student Learning Outcomes Coordinator**

Kerri Ryer (absent)

**Dean of Equity:**

Ajani Byrd (abstain)

**President's Cabinet:**

Kurt Hueg Y