# Foothill College Academic Senate Executive Committee Meeting

**Date:** October 14, 2024
**Time:** 2:00 p.m. - 3:55 p.m.
**Location:** Krause Center for Innovation (4006) and Zoom

### 1. Call to Order

The meeting was called to order by President Voltaire Villanueva at 2:00 p.m.

### 2. Roll Call

Roll call was conducted by Robert Cormia. A record can be found at the end of this document.

### 3. Adoption of the Agenda

The agenda was adopted with minor updates: Stephan Schnell was added to the apprenticeship item, Item #9 became an action item, and Carolyn's name was added for the Zero-Textbook-Cost (ZTC) item (#12).

Patrick Morriss made the motion to adopt, seconded by Ben Kaupp. The motion passed by consensus.

### 4. Public Comment

- **Hilary Gomes** shared her experience leading a workshop at Hidden Villa and encouraged more integration of faculty in community education programs.
- **Sara Cooper** raised concerns about the Senate's newsletter, questioning its purpose and how communication with divisions is being handled.

### 5. Approval of the September 30, 2024, Minutes

Fatima Jinnah was added to the roll call for the September 30th minutes and minor misspellings were addressed. The minutes were approved with these corrections.

The motion was made by Ben Kaupp and seconded by Eric Reed. Approval passed by consensus.

### 6. Approval of Consent Calendar

The Consent Calendar was reviewed.

- **Stephen Schnell** was confirmed to represent the apprenticeship department.
- **Evan Gilstrap** was confirmed to represent “other faculty” roles.
- **Dolores Davison** and **Voltaire Villanueva** were added to the Institutional Effectiveness Committee, .

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- ASCCC Common Course Numbering Faculty Workgroups:
    - **Kyle Taylor** was nominated for Chemistry.
    - **Jeff Schinske** was nominated for biology.
    - There was discussion regarding replacements in future phases, with **Mathew Litrus** eventually replacing **Rachel Mudge**.
- Governance council appointments were confirmed

The motion to approve was made by Paulo Verzosa and seconded by Rachel Mudge. The consent calendar was adopted by consensus.

**7. ASFC President Update**

**Paulo Verzosa**, ASFC President, shared several updates regarding student activities:

- **Record-breaking Student Participation:** 90 clubs participated in Club Day, a significant increase since the pandemic. Paulo emphasized the importance of new student engagement.
- **Upcoming Events:** Paulo discussed ongoing events like Political Awareness Month and Latin Heritage Month, as well as plans for a possible homecoming event.
- **Football Team & Club Leadership:** ASFC is working to support the undefeated football team and promoting student involvement in the interclub council. He encouraged faculty to help students form clubs by volunteering as advisors.
- **Underrepresented Student Groups:** Paulo mentioned efforts to provide more support for underrepresented groups, including Asian Pacific Islander students.
- **Challenges for Undocumented Students: Hilda Fernandez** raised concerns about undocumented students, noting that some had lost access to essential support services. She questioned how to reach students who are fearful of being exposed but still have critical needs.

**8. Implementation of Fathom AI Notetaker**

**Ben Kaupp** introduced the Fathom AI Notetaker, a trial tool to enhance meeting efficiency by taking notes and generating minutes. He explained that while the AI would record and summarize meetings, the final minutes would still be manually reviewed for accuracy.

- **Patrick Morriss** raised concerns about the AI's training data and whether it could produce biased outputs.
- **Robert Cormia** emphasized that no permanent recordings would be kept, aligning with privacy concerns while meeting legal obligations to record if needed. Faculty feedback on the tool's implementation is encouraged.
- **Sara Cooper** supported the discussion on AI, emphasizing that all Senate members must remain involved in ensuring the accuracy of minutes.

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**9. Locking Doors Resolution**

**Patrick Morriss** presented the **Locking Doors Resolution**, designed to advocate for locks on classroom and office doors that can be secured from the inside in case of emergency.

- **Widespread Support:** The resolution was unanimously supported by the Faculty Association's Executive Council. Patrick further read a long list of faculty names.
- **Ben Kaupp** mentioned the importance of focusing on the broader concept of safety and access control as a whole, with the ability to easily control door locks in an emergency situation.
- **Rachel Mudge** indicated that part of the reason she teaches in the PSEC is that it has more modern safety and locking features.
- **Doreen Finkelstein** stated that the Classified Senate is in favor of the resolution.
- **DHS Guidelines: Julie Jenkins** and others referenced Department of Homeland Security guidance on the importance of interior locking doors. The resolution includes references to these guidelines.
- **Hilda Fernandez** also brought up the distinction between protecting property and protecting people, emphasizing that this resolution is about the latter.
- **Focus on Safety, Not Surveillance:** Concerns were raised about the potential for increased surveillance or policing in the name of safety. **David Marasco** clarified that the resolution is specifically about physical door locks, not broader surveillance measures. The resolution was passed unanimously, with further refinement authorized to ensure accuracy.
- **Amendments:** Several faculty members recommended amending the document. The following amendments were accepted by the body
    - The second resolved clause should read *"resolved, that the Foothill Academic Senate urge college and district administration to demonstrate its prioritization of student and employee safety in its budget development by allocating resources and planning to ensure office and classroom door locks are user operable from the inside and access control is approached from a logical and individual-centered position"*
    - The title was changed to *"Resolution on Preventing Mass Casualties Through Improved Door Locks"*.
    - Reference to *DHS Guidelines* would be added

The motion to approve with the following amendments was made by **Sara Cooper** and seconded by **Patrick Morriss**. The motion passed, and the resolution was officially adopted with the listed amendments.

**10. Break**

A five-minute break was taken at 2:50 p.m.

**11. Senate Priorities for 2024-2025**

**Voltaire Villanueva** presented the Senate's goals for the 2024-2025 academic year:

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- **Academic Freedom & Faculty Handbook:** Plans to update the Faculty Handbook, which hasn't been updated since 2014, with a focus on academic freedom and Senate purview.
- **Program Viability:** In response to the plateauing of the Student Centered Funding Formula (SCIF), Voltaire proposed creating a program viability plan to manage potential changes and anticipate strategic growth.
- **IDEAA (Inclusion, Diversity, Anti-Racism, and Accessibility):** The Senate will continue to support equity and diversity efforts, particularly aligning with the 1355 Equity Plan.
- **Part-Time Faculty Support:** Enhancing communication and mentorship for part-time and adjunct faculty, in part by leveraging tools like the Senate Digest, which is distributed to over 600 full- and part-time faculty members.
- **Zero-Textbook-Cost (ZTC) Initiatives:** Expanding efforts to implement ZTC programs and reduce costs for students.
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The priorities were approved with no opposition, following a motion by **Patrick Morriss** and a second by **Tracee Cunningham**.

**12. ZTC Course Conversion Stipend Program**

**Carolyn Holcroft** and **Destiny Rivera** presented the **Zero-Textbook-Cost (ZTC) Course Conversion Stipend Program**, which offers stipends to faculty who convert courses to OER (Open Educational Resources).

- **Stipend Tiers:** Stipends range from $1,000 to $6,000, depending on the level of work required to convert courses.
- **Requirements:** Faculty must agree to use OER materials for at least three quarters and make them available to other instructors through open repositories.
- **Faculty Feedback:** Faculty raised several questions, including whether retroactive stipends could be offered to those who had already adopted OER. Concerns were also raised about the inclusion of assignments and quizzes as part of the OER conversion process.
- **CORs (Course Outline of Record): Ben Kaupp** clarified that OER resources or textbooks listed on a course syllabus are recommended, but not mandatory. Faculty were encouraged to share any OER materials to further normalize their use.
  This item will be revisited at the next meeting for a vote after feedback from Senate constituents is collected.

**13. Reimagining Student Learning Outcomes (SLOs)**

**Ben Kaupp** and **Voltaire Villanueva** led a discussion on improving **Student Learning Outcomes (SLO)** assessment in response to a peer review team's recent findings.

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- **Voltaire** emphasized the importance of faculty participation in SLOs, noting that many departments are not fully reflecting on the outcomes or assessments. **Patrick Morriss** encouraged faculty to co-create SLOs with students to make the process more collaborative.
- **Patrick Morriss** added that SLOs are critical for driving student-centered transformations and that the faculty's role in assessing SLOs is vital for compliance and accreditation.

**14. Officer & Committee Reports**

Updates were provided from the following committees:

- **Curriculum Committee: Ben Kaupp** discussed ongoing work related to SLO integration and common course numbering, currently in phase II.
- **Teaching with Technology: Allison Lenkeit Meezan** highlighted the need for representatives from various divisions for the committee, which is tasked with supporting faculty use of technology, especially with the shift to asynchronous teaching in spring.
- **MIP-C (Mission Implementation Planning Council):** Voltaire provided updates on the Council's recent work, including the ongoing accreditation process.
- **Treasurer's report:** Cormia mentioned that the Academic Senate budget had a $9,600 balance, with monthly dues of about $375 during the 10-month calendar, and about $500 over summer. We typically spend $4,500 on scholarships in fall. We could spend another $5,000 this year and still have a healthy balance.

**15. Announcements**

**Daphne Small** shared information about **Political Awareness Week** and reminded everyone that the last day to register to vote is October 21, 2024.

**16. Adjournment**

The meeting was adjourned at 3:54 p.m.

**Attendance:**

- A detailed attendance record was maintained, with many faculty members attending either in person or via Zoom, as listed.

| Role | Name | Attendance |
|---|---|---|
| Dean of Equity | Ajani Byrd | Zoom |

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| Faculty Chair of Teaching with Technology | Allison Meezan | 4006 |
| DRC/VRC | Ana Maravilla | 4006 |
| Vice President of Curriculum | Ben Kaupp | 4006 |
| Professional Development Coordinator | Carolyn Holcroft | 4006 |
| LRC | Destiny Rivera | 4006 |
| KIN | Don Mac Neil | Zoom |
| Classified Senate Rep | Doreen Finkelstein | 4006 |
| FAC | Eric Kuehnl | 4006 |
| LRC | Eric Reed | 4006 |
| Counseling | Fatima Jinnah | Zoom |
| FAC | Hilary Gomes | 4006 |
| LA | Hilda Fernandez | 4006 |
| FA Rep | Jordana Griffiths | 4006 |
| BSS | Julie Jenkins | 4006 |
| KIN | Katy Ripp | 4006 |
| HSH | Lydia Daniel | Zoom |
| 24-26 Part Time Faculty Rep | Lynette Vega | Zoom |
| 23-25 Part Time Faculty Rep | Michael Chang | 4006 |
| BSS | Mona Rawal | 4006 |
| Apprenticeship | Nate Vennarucci | Absent |
| Executive Vice President | Patrick Morriss | 4006 |
| ASFC Rep | Paulo Verzosa | 4006 |
| STEM | Rachel Mudge | 4006 |
| Secretary/Treasurer | Robert Cormia | 4006 |
| STEM | Sara Cooper | 4006 |

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| President's Cabinet | Stacy Gleixner | 4006 |
| Apprenticeship | Stephen Schnell | Absent |
| Counseling | Tracee Cunningham | 4006 |
| LA | Ulysses Acevedo | Zoom |
| President | Voltaire Villanueva | 4006 |

GUESTS:

David Marasco (4006), Lené Whitley-Putz (Zoom)

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