

**Foothill Academic Senate Agenda**  
**September 29<sup>th</sup> 2008, 2:00-4:00pm, Toyon Room**

President:	Dolores Davison 10	Bio & Health Sci:	Karl Peter 10	Language Arts:	Rosemary Arca
Vice President:	C. Holcroft-Burns 10				Jordana Finneg
Secretary/Treasurer:	Tess Hansen 09	Business & Soc. Sci:	Mari Huerta 09	Library Sciences:	Karen Kieffer C
Curric. Co-Chair:	C. Holcroft-Burns 10		Brian Evans 10		
Student Liaison		Counseling:	Tobias Nava 09	PE & Human Perf:	Shanan Rosenb
					Dixie Macias 09
Adjunct Faculty	Donna Frankel 09	CTIS:	Mike Murphy 10	PSME:	David Marasco
			Sandi Watkins 09		Patrick Morriss
Adaptive Learning:	Don McNeil 10	Fine Arts &	Kate Jordahl 10	FA Liaison	TBD
	Ernie Schmidt 09	Communication:	Bruce McLeod 10		

2:00 – 2:20	Call To Order Announcements – (General) Approval of Minutes (06/16/08) Consent Calendar see page two	Action Action
	Action & Information Items:	
2:20 – 2:45	Welcome and Introductions	Info
2:45 – 2:55	Carry Over from Spring – GE, Treasurer’s Report, Faculty/Staff Lounge – Holcroft- Burns/Hansen	Action
2:55 – 3:20	Effective Senates PPT – Davison	Info/Discussion
3:20 – 3:30	BP 4185 – Davison	Info/Discussion
3:30 – 3:40	Board of Trustees Replacement – Holcroft- Burns	Info/Discussion
3:40 – 3:45	FRAMES – Arca	Info/Discussion
3:45 – 3:55	State Senate/APM/CAC Updates – Davison	Info/Discussion

**Announcements –**

Committees in need of members:

COOL

Evaluations Committee

FRAMES – Global Consciousness/Citizenship

Administrative Evaluations (upcoming)

**Senate Meetings, Fall 2008**

September 29

October 13

October 27

November 3 (tentative)

November 17

December 1

**Consent Calendar—  
Academic Senate Representatives:**

BHS = Karl Peter

FA = Kate Jordahl, Bruce McLeod

LA = Jordana Finnegan

PSME = Patrick Morriss

**Tenure Review Committees:**

**Core Committees**

Isaac Escoto

Lety Serna

Sarah De Los Santos

Andy Fraknoi  
Patrick Morriss

Don MacNeil

Rita O’Laughlin

Charles DeNault

John Sawka  
Frank Cascarano

Erika Onogha

Young Hee Park Lee

Ion Georgiou  
David Marasco

Judy Yamamoto

Cara Miyasaki  
Kathleen Austin

Tobias Nava

Carol George  
Lily Adams

**At-Large (to be assigned)**

Dolores Davison

Jenene Key

Richard Morasci

Rachel Mudge

**Hiring Committees:**

**Respiratory Therapy Director Hiring Committee**

Larry Miller

Bonny Wheeler

**Part-Time Lab Tech Hiring Committee**

Karen Erickson

Martin Melia

Dean, Biological and Health Sciences

Cara Miyasaki  
Martin Melia  
Gillian Schultz  
Lety Serna

VP, Instruction and Institutional Research

Dolores Davison  
Carolyn Holcroft-Burns  
Rosemary Arca  
Kathy Perino

Other Committees

Diversity Committee = Charlie McKellar, BHS  
COOL Committee = Sandi Watkins, chair, CTIS  
Curriculum Committee = Samuel Connell, BSS

Senate Minutes: 06.16.08

**Minutes – Academic Senate  
June 16, 2008**

**Members Present:**

Carolyn Holcroft-Burns, Tess Hansen, Don McNeil, Ernie Schmidt, Martin Melia, Mari Huerta, Brian Evans, Tobias Nava, Sandi Watkins, Keith Lee, Kay Thornton, Rich Morasci, Rosemary Arca, Karen Gillette, David Marasco, Mike Murphy, Shanan Rosenberg, Rachel Mudge, Meredith Heiser (FA Liaison)

**Members Absent:**

Donna Frankel, Kim Lane, Dixie Macias, Antinea Chair (Student Liaison)

**New Members Present:**

Bruce McLeod, Jessica Kaven

**Guests:**

Rob Johnstone, Rose Myers

Carolyn Holcroft-Burns called the meeting to order at 2:10 pm.

Announcements

1. Carolyn announced budget is not final for 2008-09. She will keep us posted if anything changes.

2. Carolyn reported on the IACLEA report. The chief security officer presented the report to the Board reviewing campus safety and security issues for the campus. Recommendations from the report are either in place or on the way to being implemented. A committee will visit in the fall to see that the recommendations are in place. Some senators expressed concern about being able to lock classroom doors from the inside, having a second door to the classrooms, and being sure that the phones in the parking lots work.
3. Carolyn announced that a Mass Communications Committee is being formed with Marsha Kelly, Risk Management Officer, as chair. The committee will begin meeting in the fall. The committee's charge is to evaluate systems in the District used to communicate to the District community.
4. Rosemary Arca announced that the FRAMES committee is in the middle of working on the communication rubric. Next year, the focus will be on global consciousness and citizenship. Rosemary asked senators to tell constituencies of this new focus and to seek interested participants.
5. Rich Morasci announced that the commencement committee will need a new member for next year. He reminded faculty to tell constituents to RSVP to him for attendance at commencement on June 27 at 6:00 pm.

### **Approval of Minutes**

M/S Approval of minutes as amended from June 2, 2008, meeting. Unanimously approved.

### **Consent Calendar**

M/S approval of consent calendar as listed below. Unanimously approved.

- Scheduling Committee – David Marasco, Barbara Shewfelt
- At-Large Faculty Member for Bruce Tambling's TRC – Martin Melia
- Due Process Committee – Carolyn Holcroft-Burns, David Marasco

### **Action & Information**

#### **1. GE Handbook**

Carolyn opened the meeting for discussion among senators about the GE Handbook updates. She clarified that the guidelines are not uniform in order to give the local committees control over the guidelines.

It was suggested that the handbook have a trial run to see what other changes should be made. The approval would be on a provisional basis. The Senate wants to honor the work done by the GE committee, yet some senators are afraid that a preliminary handbook would simply set up GE guidelines as a "moving target" that would change and make the process of GE approval more confusing to faculty.

One senator suggested that those courses waiting for approval be used with the new guidelines to see how they work.

One senator is concerned that the objectivity of the guidelines should prevail.

Carolyn announced that if the Senate wishes to make specific changes to the guidelines, the GE committee would likely be willing to accept these changes. These concerns are as follows:

- The guidelines should eliminate words like “could,” “should,” “must,” and instead include a specific number of characteristics a course needs to include.
- Oral communication needs to be included in all areas
- The area of Social and Behavioral Science needs to include more “psychology friendly” language
- One senator opined that information literacy should be included in all areas

Karen Gillette reported that the library faculty don't feel they have had enough time to study the handbook and would not like to vote yet.

The Senate concluded that it's important to convey to the CCC that senators are looking at the document from the perspective of a faculty wishing to develop a GE course. The Senate is concerned with context and audience and not intending to criticize the work of the CCC.

M/S Table vote until revisions are made. Motion passed. (11 yes; 3 no; 2 abstain)

## **2. Concurrent High School Enrollment**

Rob Johnstone and Rose Myers came to the Senate meeting to address concerns that faculty may have about Foothill course offerings held at high school campuses. We currently offer 7 classes at local high schools, most of which are taught by Foothill part-time faculty and some by high school teachers.

These courses are taught primarily for two reasons: 1) students at feeder schools get to experience Foothill classes which gives them a seamless transition from high school to college; 2) the local high schools want to optimize their course offerings and provide a great variety of courses to students, such as Mandarin language courses.

One positive outcome is that faculty at both Foothill and the high schools are talking to each other about course requirements; such conversations currently exist between biology faculty at the 2 sites.

Rob and Rose insisted that we won't teach these course unless Foothill has complete control over course objectives and SLO's.

They clarified that the part-time faculty who teach these courses sign separate contracts so they do not receive re-employment preference. The division deans hire for these courses, which are open to any faculty to teach.

As a side topic, senators mentioned the summer programs as a feeder, an introduction to college for high school students.

### **3. 1900 Building Update**

A group consisting of Shirley Barker, Kurt Hueg, George Beers, Dave Garrido, Karen Gillette, and Rich Morasci met regarding the 1900 building. The group was given a general outline of offices with the old registration building being the focus of discussion, especially as concerns plans for the staff development lounge.

There will be two senate offices, extra meeting and storage space, with each senate office having its own small meeting space.

The lounge will have a sink, microwave, telephone, 3-4 hard-wired computers, and locked laptops (as in the Asian Heritage Room).

No timeline was given for this project as the ideas need to be given to the architects. The group expects to know within a year what the space will look like exactly.

The senators on the committee announced that the most important issue is the size of the space allotted to staff and faculty. The Senate needs to take a pro-active role in the designing of the space.

It was suggested that we invite Shirley Barker and Judy Minor to a Senate meeting (preferably the 2<sup>nd</sup> meeting in the Fall) to hear that the whole Senate is concerned about this space, not just the 2 Senate representatives.

The Senate agreed that we still need an ad hoc committee to stay focused on this issue. Bruce McLeod, Martin Melia, Meredith Heiser, and Keith Lee volunteered and announced they will meet in the 2<sup>nd</sup> week of the Fall Quarter. The committee will develop a list of specific needs for the space.

Carolyn will contact Shirley Barker to get a firm date on when the architects need the plans for the space.

### **4. Treasurer's Report**

Tess emailed the attached treasurer's report to senators. Senators are interested in seeing a detailed budget to consider adding new scholarships or cutting dues.

### **5. Summer Stipend**

M/S Carolyn Holcroft-Burns receives a \$3000 stipend for serving as Senate President during the Summer, 2008. Unanimously approved.

### **6. IACLEA Report**

Carolyn reported on the IACLEA report. The chief security officer presented the report to the Board reviewing campus safety and security issues for the campus. Recommendations from the report are either in place or on the way to being implemented. A committee will visit in the fall to see that the recommendations are in place. Some senators expressed concern about being able to lock classroom doors from the inside, having a second door to the classrooms, and being sure that the phones in the parking lots work.

### **7. Other Discussion**

Mari Huerta announced that she is interested in helping to get the Sentinel started for Fall. She was told to contact Paul Starer, Interim Language Arts Division Dean.

A recommendation from the Senate was made to the scheduling committee that they needs to be a policy for online finals and that these dates cannot conflict with face-to-face finals.

Carolyn Holcroft-Burns adjourned the meeting at 4:00 pm.

Submitted by Tess Hansen (June 23, 2008)