

Minutes – Academic Senate
March 9, 2009

Members Present:

Dolores Davison, Carolyn Holcroft-Burns, Tess Hansen, Donna Frankel, Don MacNeil, Ernie Schmidt, Karl Peter, Sara Seyedin, Tobias Nava, Mike Murphy, Sandi Watkins, Kate Jordahl, Bruce McLeod, Rosemary Arca, Jordana Finnegan, Karen Gillette, Dixie Macias, Nicole Gray (FA Liaison), Katie Townsend-Merino (Cabinet Liaison), Denise Perez (Classified Liaison)

Members Absent:

Shanan Rosenberg,

Guests:

Judy Miner, Pat Hyland

Dolores Davison called the meeting to order at 2:01 pm.

Announcements

1. Rosemary Arca announced that students are needed to participate in a grant with SRI for “think aloud” research on biology and economics knowledge assessment. Faculty should send students’ names and contact information to Rosemary. More information will come in a flyer via Dolores.
2. Donna Frankel announced that the California Part-Time Faculty Association will be having its conference on April 18, 2009, at Mission College. Donna, who chairs the conference, passed out flyers to Senators who were asked to distribute the information to the part-timers in their divisions.
3. Dolores announced that the March in March in Sacramento will be held on March 16. Students will be attending to protest budget cuts to community colleges. Faculty should be aware that their students may be attending the March and, therefore, may not be in class that day.
4. Dolores announced that contractually (specifically, Article 15.7) approval for FSA’s must come from the division, not just the individual departments. In regards to the new FSA in Music Technology, all music faculty have approved the FSA and it is now being forwarded to De Anza for information. The proposal will also get Fine Arts Division approval and will be on the Senate agenda on April 13, 2009, for Senate approval.
5. Katie Townsend-Merino announced that 4 Senators are needed to serve on the following committees:
 - Task Force on Integrated Planning/Budget Structures (2 faculty). This committee would be developing proposals and getting feedback from the campus to have the structures in place by June.

- Task Force on Educational Master Planning (2 faculty). This committee will look at the data currently being collected to develop strategic planning goals for the campus and to get campus-wide feedback on these goals.

Katie mentioned that the meetings would likely be held on Friday mornings and that she preferred Senators to sit on these task forces.

6. Dolores announced that there is still a need for an Academic Senate representative to sit on the Academic Council. Mike Murphy and Bruce McLeod volunteered to serve.
7. Dolores announced that there is a technological problem concerning holding a student's record when a charge of plagiarism is brought forward. Currently, Admissions and Records is giving the student a grade of "I" to prevent the student from dropping before he/she has met with Student Affairs Office to answer the charge of plagiarism. Since only faculty can assign grades, this current policy is unacceptable. Senators urged Dolores to report to Shawna that this technological problem needs to be fixed quickly.

Approval of Minutes

M/S Approval of minutes as amended from February 23, 2009, meeting. Unanimously approved.

Consent Calendar

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

Karl Peter, Landscape Design Team

Falk Cammin, Language Arts Dean Hiring Committee (Foreign Language)

Ali Khejjou, Language Arts Dean Hiring Committee (ESL)

MaryLou Heslet, Counseling and Matriculation Dean Hiring Committee

Andy Lee, Counseling and Matriculation Dean Hiring Committee

Action & Information

1. Budget Update – Miner

Judy Miner visited the Senate to inform Senators about the state of the budget. She said that \$1.8 million reduction in personnel will be necessary by July 1, 2010. The amount equals approximately 18 positions (four of which have already been reduced). This news is subject to change given a decrease in property taxes collected by the state, the worsening of the state budget, and a downturn in enrollment should the state increase fees. Judy explained that the idea is to make the reductions at one time rather than a few at a time.

In April, Judy will be discussing the scenarios with the VP's and division deans; then, in May she will be analyzing the seniority list. By the end of May, Judy will have had a discussion with the impacted employees. On June 4, 2009, there will be a town hall meeting on the budget to discuss the campus implementation plan for reductions.

One senator asked Judy if the college is currently at cap. She answered that we are almost at cap. We are building our budget based on 2% growth. The \$1.6 million reduction is the college's contribution to the structural deficit faced by the District.

Judy also announced that the Educational Resources Committee approved two faculty positions: Director, Radiation Technology and Transfer Center Director. A third position, Veterinary Technology faculty will very probably be approved as well as possibly a faculty position in Accounting.

Judy congratulated the newly tenured faculty in the room: Jordana Finnegan, Ernie Schmidt, and Tobias Nava.

2. EIS Update – Hweg

Kurt visited the Senate to update Senators on the implementation of the new "single sign-on system." He said that the vast majority of business we conduct will be accessible via Banner (Etudes, C3MS, etc.) He reported that the faculty channels will be flexible and that faculty will be able to move the dashboard around according to their preferences. The dashboard provides faculty with access to classes, email notification, registration tools, grade assignment, academic policies, the faculty's schedule, curriculum matters, and student club information for club advisors.

Two issues remain unresolved: the email client and meeting maker. The EIS core committee and then ETAC will be discussing these issues and their compatibility with the new Banner system.

One senator mentioned that the email distribution list should include program participants, not just those in classes. Kurt said he would poll the directors of programs to see if all desire that capability.

The timeline for Banner implementation is:

July 1, 2009: Financial Resources
January, 2010: Human Resources
July 1, 2010: Student information and fully functioning system

Kurt will return to the Senate with updates on status of the campus becoming wireless.

3. Faculty Award – Kieffer Gillette

Karen reported on the work her committee (made up of Donna Frankel, Jordana Finnegan, and David Marasco) completed about the implementation of a faculty award at Foothill. She passed out a handout with the committee's recommendations.

Some of the questions and suggestions that were raised included the following:

- There needs to be a clarification of terms for "community service." Should this award consider college service? Academic contributions? Service to the larger community?
- The need to implement this award soon and not put it on the back burner

- A concern about the non-classroom faculty award was raised about the number of non-classroom faculty. There was concern that there are not enough non-classroom faculty to warrant its own award. Other senators also mentioned that having a separate award would be divisive. One idea was to call the award a “student services faculty award.”

Dolores mentioned that it was probably unrealistic that the award would be implemented this year but that the award will be given in June, 2010.

Karen will send the recommendations to Senators who are asked to distribute these to constituents for feedback.

4. Committee Reports

COOL -- Watkins

Sandi reported that the committee is soliciting comments from faculty regarding Etudes. The committee will compile the information and distribute it widely.

Curriculum Committee – Holcroft-Burns

Carolyn reported that the draft of the Lifelong Learning GE description should have been distributed to the divisions. Senators should see their Curriculum Committee Rep if they haven’t seen this draft. The other two GE areas under consideration (American Cultures and Natural Sciences) have also been distributed.

She also reported that a draft of the “regular and effective contact” document for distance learning classes is ready. Again, Senators should ask curriculum reps for copies.

Both these proposals will be voted on at the next Curriculum Committee meeting.

Roundtable/CAC/APM – Davison/Murphy/Holcroft-Burns

Dolores reported that the budget was the topic of concern at Roundtable. She will forward the PowerPoint presentation by Andy Dunn to Senators, though she insisted that it’s not the latest version. The current budget proposal includes the discontinuation of the travel careers program by June, 2010.

Dolores reported that CAC has drafted a District Mission Statement; Senators should pass the statement onto constituents for feedback.

She also reported that the harassment policy for the District is being updated to comply with Title 5 to include gender identity in the policy. Dolores will forward the policy to Senators.

Dolores reported that APM committee created a rough draft of the textbook policy. One senator was concerned that the broad title of “Instructional Materials” might affect library materials. Faculty comments on this policy are to be sent to Dolores.

Foothill was publically commended at the APM meeting for the quick discussion the Senate had on the course repetition policy. It was decided at that meeting that each discipline should have its own timeline.

Regarding record maintenance, Title 5 and our own Board Policy state that the college must store grade and attendance records. One senator mentioned that this would be a good time to bring up using the portal to submit and store these records. Another senator asked if there was shredding assistance available; Dolores said Senators should contact their division assistants for such help.

Scheduling Committee – Kieffer Gillette

Karen reported on the following issues covered by the Scheduling Committee:

The committee is looking into the issue of one day a week classes having one less class session due to finals being required before the 12th week.

The committee is discussing block scheduling, especially why the TTh afternoon classes are decreasing in popularity. The committee will be discussing the effect of college hour on instruction. One senator asked if any research was being done about the decrease in attendance in afternoon classes. Katie said she would look into the issue.

Deans are looking to be sure classes necessary for transfer are available for students without conflicts in the schedule.

To clarify a previous confusion, the new finals schedule indicates that 7:30, 8:00, and 8:30 classes with have an exam time of 8:00-10:00 am.

The FA contract has a misprint on the calendar page. Senators should note that the calendar is correct – that spring finals start on June 23. Dolores reminded Senators to tell faculty that they are contractually required to be here on the day and time of the final and that they cannot reschedule the final for another time.

Dolores Davison adjourned the meeting at 3:58 pm.

Submitted by Tess Hansen, March 13, 2009.