

Foothill College Academic Senate Meeting Minutes
Monday, January 12, 2015
2:00 P.M., Toyon Room

ITEM	ACTION	ATTACHMEN T	SPEAKER
1. Call to Order			Holcroft
Meeting called to order at 2:01PM			
2. Roll Call			Cormia
<p>Present: Steve Batham (BSS), Roseann Berg (PT rep '16), Robert Cormia (AS Secretary Treasurer '15), Lisa Drake (BSS); Isaac Escoto (AS Vice President/CCC Faculty Co-chair '15), Meredith Heiser (Faculty Association Liaison), Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Scott Lankford (LA); Debbie Lee (PSME), Don MacNeil (K A); David Marasco (PSME), Richard Morasci (LA), Katherine Schaefer (PT rep '15), David Sauter (BHS), Mary Thomas (LRC), Josh Rosales (ASFC President)</p> <p>Absent: Kimberlee Messina (Cabinet Liaison); Guido Bordignon (BHS); Jordan Fong (F A); Craig Gawlick (Classified Liaison),</p> <p>Guests: Andrew LaManque (Office of Instruction); David Ulate (FHDA Director of Institutional Research); Mallory Newell (De Anza Institutional Research)</p>			
3. Approval of Minutes: December 1, 2014			
Minutes approved as written.			
4. Consent Calendar	Approved by consensus (Thomas/Lee)		
<p>Business instructor hiring committee: Brian Evans (BSS – economics)</p> <p>English instructor hiring committee: Kella Svetich (Engl); Scott Lankford (Engl); Susie Huerta (Engl)</p> <p>Assessment and Placement Ad Hoc Committee: Kathy Perino (math), Hilda Fernandez (English), Valerie Fong (English)</p> <p>Senate Elections Committee: David Marasco (chair), Steve Batham and Mary Thomas</p> <p>Equity Analyst Research Position Hiring Committee: Robert Cormia</p>			
5. Unfinished Business			
a. SLOs			Senate
<ul style="list-style-type: none"> • Carolyn shared a memo summarizing the issues we discussed last quarter. • English faculty would like to see a three-year cycle for evaluation/reflection to match the cycle for program review and to have deeper discussions about outcomes (staggering the courses so a few are evaluated each year); they also see a redundancy because we also have to review CORs and do program review on a regular basis. <ul style="list-style-type: none"> ○ Concern from other faculty that three years is too infrequent. • Reminder that evaluation of SLOs does not have to be quantitative; e.g. in English it could be a qualitative conversation about how students are writing, <ul style="list-style-type: none"> ○ Problem: TracDat is geared to quantitative analysis. Is not good tool for collaboration. • Bio Health the workload is not fairly balanced among faculty; may need to do only one or two assessments a year or as many as thirty; • Bring the discussion back to why we do SLOs – there are idealistic reasons (improve teaching and learning) and practical reasons (we're asked to provide our reflections in program review, they're required for accreditation). • Suggestions for improving the process: <ul style="list-style-type: none"> ○ compensate part-time faculty for participation in the process (being discussed at the negotiating table), ○ provide a designated time and place for faculty to get together to talk about teaching, ○ provide a more effective tool than TracDat (more conducive to qualitative evaluation, open to part-time faculty as well as full-time, able to track input and prevent unintentional over-writing of previous work, able to facilitate dialog among departmental faculty) ○ provide training ○ share TracDat reports with all faculty in the division ○ make the window for entering data in TracDat more flexible (make it seem less strictly tied to quantitative measures, reflections more prominent). • Actions: 			

<ul style="list-style-type: none"> a. Survey faculty to see what they know, how they would like to receive training, what they need to facilitate this work. b. Work with SLO coordinators to develop a guide to effective practices c. Address including SLOs in the COR – collaborate with CCC d. Holcroft/LaManque to determine whether TracDat will allow read-only, etc. e. Investigate other systems to replace TracDat. 			
b. Academic Senate Constitution Review due this year – possible deferment to Fall 2015			Holcroft / Marasco
<ul style="list-style-type: none"> • Review is recommended every three years with the objective of reflecting on how the constitution working and whether we are abiding by it. • Marasco’s opinion is that faculty are satisfied with the constitution as is and that the senate is not straying, but suggests minor revisions, in particular in the timeline for the elections. • Any changes would require a vote of the full faculty and could be included in the ballot for the spring election. • ACTION NEEDED: Ask constituents for feedback and give proposed changes to Holcroft by Feb. 4 for discussion at Feb. 9 meeting. • Current constitution available at http://foothill.edu/senate/constitution/ConstitutionCurrentFall2014.pdf 			
6. Reports of Officers			Officers
<ul style="list-style-type: none"> a. President’s Report (Holcroft) <ul style="list-style-type: none"> • Student Success and Support Program shared governance group to form: Holcroft proposed to Miner, and she is in full support. Holcroft, Swett, and Messina are drafting a proposal, which will be shared with the Senate and with PaRC at their next meeting. • PaRC 12/2/14 Meeting: nothing to report • PaRC: next meeting 1/21/15. Preliminary agenda is available, contact Holcroft with concerns. • Winter Quarter Part-time faculty orientation was 1/2/15 from 12-4PM. Ten attended. Spring orientation TBA. Feedback has been positive, and faculty are compensated for attending. 			
<ul style="list-style-type: none"> b. Vice President’s Report (Escoto) <ul style="list-style-type: none"> • First winter Curriculum Committee meeting next week. This quarter will work to: <ul style="list-style-type: none"> ○ nail down a course deactivation policy, ○ develop a cross-listing policy, ○ review AP and CLEP policies (which may differ from CSU and UC). • Reminder: curriculum deadline is June 19 for changes to take effect Summer 2016. 			
c. Secretary/Treasurer Report (Cormia)			
No report			
7. New Business			
a. Proposal for a web-based district faculty data inquiry system			Newell / Ulate (new Andrew)
<ul style="list-style-type: none"> • ETS developing a tool similar to one at Cabrillo College (“SOFIA”) that allows faculty to look at their own course-level data without going through district research • Could access info such as success, retention, student characteristics like gender, ethnicity, age, educational goal, low income, first generation college student, DSPS, foster youth, CalWorks, veteran, basic skills with ability to drill down to section level. • Would be accessible through MyPortal and password protected • Faculty can see only their own section level, but can compare to all other sections aggregated and deans may have access to all faculty within their division (as they do currently). • Assuming plan is funded, plan to develop interface in March & April ‘15, test over the summer, and roll out with faculty training in Fall 2015. If faculty like and use it, there will be a Version 2.0. • Asking for commitment of \$45K from each college for start up fees, and additional ongoing \$5K-15K annually; <ul style="list-style-type: none"> ○ DeAnza has already committed \$60K, ○ Newell/Kuo wrote an equity grant to provide Foothill’s portion; the Student Equity Workgroup Foothill tentatively approved funding pending green light from Academic 			

Senate.			
<ul style="list-style-type: none"> ACTION NEEDED: Share proposal idea with constituents and be prepared to vote at the next meeting on whether to support funding. 			
b. Proposal to change finals schedule			Lee
<ul style="list-style-type: none"> FA will hold a vote in the spring to decide whether FHDA will go from a four-day to a five-day schedule finals schedule <ul style="list-style-type: none"> The Final Exam Committee developed a proposal for a new final exam schedule (attached to agenda) <u>pending approval of movement to 5-day schedule</u> if this change is approved and also addressed problems (e.g. the proposed schedule includes slots for proctored final exams for online classes, finals are offered on the same day of the week as the class, finals start at 8 a.m., allow passing time of at least a half hour between finals). ACTION NEEDED: Ask constituents for feedback about proposed new schedule. (REMIND that this is pending approval of five-day schedule and not a done deal). Are there overlaps or other glaring problems? Do any divisions need more time slots for online classes? 			
c. Academic Senate Program review			Officers
It is due Jan. 21 to Messina. Share feedback/suggested revisions with Holcroft no later than Jan. 20.			
d. Donation from Judy Miner for Part Time faculty inclusion			Berg/Schaefers /Holcroft
<ul style="list-style-type: none"> Miner donated \$5000 to the Senate to foster involvement of part-time faculty in faculty leadership at Foothill College. Schaefers and Berg propose using the funds to cover the entry-fees for the part-time representatives to the spring plenary, one entry fee to an ASCCC conference for each part-time representative, partial funding for up to ten additional adjuncts to attend an ASCCC conference, and if funds remain, funding at a value of \$100 stipends to attend ASCCC events. (Proposal distributed) Will continue to consider best use for these funds in the future if we receive them again, suggestions welcome ACTION: Berg/Schaefers to follow up with part time senators to gauge interest in attending plenary April '15, to report back 			
e. Program Review Process: deferred till the next meeting.			Holcroft / Morasci
8. Committee Reports			
a. Academic Integrity			
<ul style="list-style-type: none"> Panel on testing accommodations tomorrow, 1/13 at 11:45 AM (5001) Professional Development Workshop on Jan. 15, 2-4 p.m. in the Hearthside Lounge – student panel Faculty survey on academic integrity has been distributed. Fake student IDs have been used at the Testing and Placement Center; police are investigating. Take-away message – require students to show a state-issued ID to validate identity 			
b. Academic and Professional Matters (APM) – did not meet; will meet 1/16			
c. Chancellor’s Advisory Council (CAC) – did not meet, will meet 1/16			
d. Commencement			
<ul style="list-style-type: none"> Regalia Days 1/27-1/28; 4/14-4/15. (Romey will provide regalia gratis for any interested faculty) 			
e. COOL (Jordahl): will meet soon about OEI, approval of hybrid courses.			
f. Professional Development			
<ul style="list-style-type: none"> Winter PD Day 1/16 Reflective Writing: 29 participants! Links to blogs will appear on PD homepage (http://www.foothill.edu/staff/development/) when first posts appear (week 2) 			
g. Student Equity (Holcroft)			
<ul style="list-style-type: none"> Equity grants awarded, Holcroft attached spreadsheet with awards. (ACTION NEEDED:) Please share with constituents. 			
h. Online Education Initiative (OEI) task force (Holcroft): Judy Baker’s summary distributed,			

(ACTION NEEDED:) please share it with your constituents. Jordahl/Baker can answer questions.

9. Announcements (limited to 3 minutes, Senate cannot take actions)

- a. Institutional Effectiveness Grant Press Release – announcement deferred to next meeting
- b. Assessment/Placement Ad Hoc Committee approved: first meeting tentatively Feb 5, 3PM. If interested, let Holcroft know.
- c. [ASCCC Stanbeck-Stroud diversity award](#) nominations due Feb. 9, 2015
- d. Call for scholarship readers. It's the best committee on campus! **ACTION NEEDED:** distribute call to serve flyer to constituents
- e. Cormia needs to leave Senate meetings at 3:30 to be at Gunn High School to teach a Nanotechnology class and will resign at the end of this quarter; this quarter Thomas will take minutes 3:30-4. **ACTION NEEDED:** senators asked to consider serving as secretary for spring quarter. More discussion at next meeting.
- f. FA has funding for faculty to attend the Advocacy and Policy Conference in March (two nights hotel, mileage, and registration fee); interested faculty should apply to Foothill first, but if they are turned down or miss the deadline, apply to FA.
- g. Lankford and Morasci went to sold-out Physics Show and highly recommend it. About 3200 free-lunch students from Title 1 schools have been brought in to learn about physics and be exposed to college life. Show completely run by faculty volunteers. Tickets available for Jan. 24/25.

10. Adjournment at 4:14 p.m.