

**Foothill College Academic Senate Meeting Agenda**  
**Monday, January 26, 2015**  
**2:00 P.M., Toyon Room**

ITEM	ACTION	ATTACHMENT	SPEAKER
<b>1. Call to Order</b>			Holcroft
The meeting was called to order at 2:02 p.m.			
<b>2. Roll Call</b>			Cormia
<p><b>Present:</b> 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), Lauren Hickey (K A); Carolyn Holcroft (AS President '16), Kate Jordahl (F A), Scott Lankford (L A); Debbie Lee (PSME), David Marasco (PSME), Richard Morasci (LA), Tobias Nava (CNSL) Katherine Schaefer (PT rep '15), David Sauter (BHS), Mary Thomas (LRC), Josh Rosales (ASFC President)</p> <p><b>Absent:</b> Craig Gawlick, Don MacNeil (K A), Kimberlee Messina (Cabinet Liaison)</p> <p><b>Guests:</b> Rachel Baker, Nazy Galoyan</p>			
<b>3. Approval of Minutes: January 12, 2015</b>	Action	Senate Draft Minutes January 12_2015.doc	Senate
<ul style="list-style-type: none"> <li>The minutes were approved by consensus.</li> </ul>			
<b>4. Consent Calendar</b>	Action		Senate
<ul style="list-style-type: none"> <li><u>Hiring Committee – FHDA Chancellor:</u> Carolyn Holcroft (AS President, Biology)</li> </ul> <p>The Senate unanimously approved adding the following names to the consent calendar:</p> <ul style="list-style-type: none"> <li><u>Hiring Committee – Dean of International Student Programs:</u> Konnilyn Feig (BSS, history)</li> <li><u>Hiring Committee – Dean of PSME:</u> David Marasco (PSME, physics), Jennifer Sinclair (PSME, math); Kathy Armstrong (PSME, chemistry)</li> <li><u>Hiring Committee – Art History Faculty:</u> Simon Pennington (F A, art), Milissa Carey (F A, music and theatre arts), Bill Ziegenhorn (BSS, Hist)</li> </ul> <p>The revised consent calendar was approved by consensus.</p>			
<b>5. Unfinished Business</b>			
a. SLOs: TracDat info; SLOs on Course Outlines; other	Discussion / Action		Schaefer / Berg / Holcroft
<ul style="list-style-type: none"> <li>There is no way to prevent accidental overwriting in TracDat. A possible workaround solution is for divisional SLO coordinators to generate and distribute a four-column report to their constituents each quarter.</li> <li>Alternatives to TracDat are being investigated.</li> <li>SLO coordinators will meet with Kimberlee Messina and Craig Gawlick on 2/3/15 to discuss survey of faculty and an effective practices document.</li> <li>Two (?) divisions still lack a coordinator.</li> <li>The student equity workgroup discussed possibility working with SLO coordinators to facilitate campus-wide discussions about adding equity mindfulness as an ILO and infusing equity into SLOs at the course level.</li> <li>ACCJC is requiring colleges to disaggregate SLO data, but it's not clear how to do this or how useful the information would be.</li> <li>Resolution "Adding Student Learning Outcomes to Course Outlines of Record" <ul style="list-style-type: none"> <li>Concern that if SLOs become part of the COR, it will be hard to change them. In practice, however, faculty/departments rarely change their SLOs.</li> <li>ACCJC requires that SLO's be added to the COR; we have no choice but to make this change by the time of our accreditation self study in 2016.</li> <li>Objection about added work and potential for conflict if the SLOs for each course have to be vetted by the division curriculum committee; on the other hand, it could contribute to</li> </ul> </li> </ul>			

collegial conversation within a division and useful feedback about the SLOs. Could SLOs be added to CORs directly from TracDat? Suggestion to strike the phrase “to be vetted by division curriculum committees in the same manner as other course outline components” from the Resolved clause.

- Discussion about the letter of the requirement versus the spirit of the requirement (to add SLOs to the CORs).
- Some faculty would like more clarity about what exactly is expected of faculty regarding SLOs. Need for more professional development.
- Suggestion to add a whereas clause that asks for specific improvements in the system (e.g. an updated SLO website, making C3MS and TracDat compatible) within a specific time period. Heiser will draft.
- It’s important to have feedback from the Curriculum Committee. What would they recommend for getting the SLOs into the COR to meet the accreditation mandate?
- Jordahl raised the need to regularly review the online (distance ed) course approvals, but consensus was that this should be considered as a separate matter.
- Marasco raised a concern about Cori Nuñez’ upcoming retirement. Concern about lack of opportunity for her to train her successor, anticipated negative impacts on our curriculum processes. Senators were reminded that any faculty member is able to bring a resolution to senate, in this case asking that a replacement be hired sooner to ensure an orderly transition.
- **FOLLOW UP ACTIONS NEEDED:**
  - Senators asked to facilitate discussion with their constituents about how best to meet the requirement
  - Escoto/Holcroft tasked with facilitating discussion/feedback from CCC
  - Heiser to draft suggested wording for adding technology request to the resolution
  - Holcroft to incorporate suggestions for revisions to resolution and bring back to a future meeting

b. Review of Senate Constitution	Discussion/Action		Senate
<p>Feedback from constituents, review of proposed changes:</p> <ul style="list-style-type: none"> <li>● The current qualifications for Senate Vice President, who must have served on the Curriculum Committee within the previous three years, can make it difficult to find a candidate, but there was general agreement that this experience is vital.</li> <li>● <b>FOLLOW UP ACTIONS NEEDED:</b> <ul style="list-style-type: none"> <li>○ Wording to make the election timeline more flexible will be brought forward at the next meeting.</li> <li>○ Elections committee to anticipate bringing proposed amendments for vote of full faculty body in Spring '14 election</li> </ul> </li> </ul>			
c. District faculty data inquiry system	Discussion/action		Senate
<ul style="list-style-type: none"> <li>● The Equity Work Group approved funding pending Senate approval. Motion to support funding for the data system (Lee/Sauter) passed unanimously.</li> <li>● <b>FOLLOW UP ACTIONS NEEDED:</b> <ul style="list-style-type: none"> <li>○ Holcroft to relay senate support to SEW and to Kuo/Newell</li> </ul> </li> </ul>			
d. Proposed changes to final exam schedule pending district movement to 5-day schedule	Discussion/action		Lee
<ul style="list-style-type: none"> <li>● Final exam days are considered “days of instruction” by the state, so it is acceptable to make Monday an exam day.</li> <li>● A half hour break between exams is important to allow instructors to take precautions to prevent cheating (e.g. arranging chairs and verifying IDs).</li> <li>● There were comments about online courses and their impact to the finals schedule, as well as using Saturday for online final exams. Hybrids are considered to be a subset of existing final exams.</li> <li>● <b>FOLLOW UP ACTIONS NEEDED:</b> <ul style="list-style-type: none"> <li>○ Lee to continue leading revision of the proposal pending consideration of hybrid classes, will bring back to senate.</li> </ul> </li> </ul>			

6. Reports of Officers	Information / Discussion		Officers
<ul style="list-style-type: none"> <li>○ President's Report (Holcroft)</li> <li>● BOT meeting 1/12/15 – Foothill is one of the pilot colleges and an administrator of the OEI grant, which requires online tutoring. BOT authorized OEI award of contract to provide online tutoring to "NetTutor" <a href="https://www.link-systems.com/content/nettutor">https://www.link-systems.com/content/nettutor</a>, which will roll out to the tutoring pilot colleges in Fall 2015. Foothill currently has Smarthinking; will be interesting to compare the two.</li> <li>● PaRC 1/21/15 <ul style="list-style-type: none"> <li>○ <a href="#">Draft 3SP advisory council</a> charge presented.</li> <li>○ There was an emergency request for four full-time (tenure-track) counseling faculty to be hired with 3SP funding. <ul style="list-style-type: none"> <li>▪ Note: if the funding dries up, the positions may go away.</li> <li>▪ More counselors are urgently needed to handle demands of 3SP; the original plan was to hire part-time faculty and/or temporary full time, but significant full time tenure-track hiring at other colleges is depleting the pool.</li> </ul> </li> </ul> </li> <li>● <b>FOLLOW UP ACTIONS NEEDED:</b> <ul style="list-style-type: none"> <li>○ Senators to share advisory council draft with constituents and solicit feedback</li> </ul> </li> </ul>			
a. Vice President's Report (Escoto)	Information / Discussion		
<ul style="list-style-type: none"> <li>● Reviewed first draft of course deactivation policy.</li> <li>● Math 12, Photo 8 and 8H were approved for the GE pattern (<a href="http://www.foothill.edu/programs/degrees.php">http://www.foothill.edu/programs/degrees.php</a>).</li> <li>● Because of our decentralized structure, it's important for the College Curriculum Committee to receive minutes from the division curriculum committees.</li> </ul>			
b. Secretary/Treasurer Report (Cormia)	Information / Discussion		
<p>Balance is \$21,000.</p> <ul style="list-style-type: none"> <li>● <b>FOLLOW UP ACTIONS NEEDED:</b> None at this time.</li> </ul>			
7. New Business			
a. Academic Council (3PM)	Info / Discussion		Galoyan
<ul style="list-style-type: none"> <li>● Nazy Galoyan, Dean of Enrollment Services, addressed the Senate on the structure and role of the Academic Council <ul style="list-style-type: none"> <li>○ reviewing student petitions for exceptions (e.g. in repeatability and exceeding 25 units in a quarter) and;</li> <li>○ for readmission after probation,</li> <li>○ The Academic Council consists of two counselors (currently Andy Lee and Kim Lane), two faculty (currently Bernie Day and Kay Thornton), and a classified staff member, and chaired by Dean of Enrollment Services. A thorough informational memo was also provided.</li> </ul> </li> <li>● <b>FOLLOW UP ACTIONS NEEDED:</b> <ul style="list-style-type: none"> <li>○ Senators asked to share the informational memo with constituents to increase awareness of Academic Council role</li> </ul> </li> </ul>			
b. Effects of Associate Degrees for Transfer presentation (3:30PM)	Info / Discussion		Rachel Baker
<ul style="list-style-type: none"> <li>● Rachel Baker, PhD candidate from Stanford, spoke about effects of the Associate Degrees for Transfer on student behavior. <ul style="list-style-type: none"> <li>○ Did more students graduate with AAs and transfer to CSUs?</li> <li>○ Was transfer efficiency affected?</li> <li>○ Did different demographic groups of students act differently?</li> </ul> </li> <li>● (Statewide) as departments rolled out ADTs, more degrees were granted in those majors <ul style="list-style-type: none"> <li>○ analysis of data showed that there was absolute growth in the number of students getting degrees rather than cannibalization from other majors.</li> </ul> </li> <li>● The number of transfers also increased.</li> </ul>			

- Students transferred with fewer credits (i.e. they got through faster).
- The average number of terms enrolled and proportion of Asian students in these classes increased, but Caucasian. and Latinos decreased. Possible area of concern, Baker planning to study further.
- Have the choices of major been affected? Perhaps slightly.
- How are students who want to transfer to UC affected? Rachel did not have the data to answer this.
- Baker also spoke about research on the current registration priorities. In addition to state requirements, Foothill incentivized students to choose a major. The “undecided” option was removed from choices at registration on 9/9/14. Rachel is looking at how this change affects student behavior.
  - Three majors increased: music, biology, and accounting. Possible explanations: educational requirements for CPA exam increased, a music class meets a UC requirement, so students might choose music as the major, students going into health fields might choose bio.
  - The number of applicants who never enrolled in a class increased after the “undecided” option was removed from registration choices.

Contact her if you have any thoughts: rbbaker @stanford.edu.

c. Program review process			Morasci
Tabled			
8. Committee Reports	Information		Chairs (max 3 minutes each)
<p>a. Academic Integrity – report postponed to 2/9/15</p> <p>b. Academic and Professional Matters (APM) – did not meet</p> <p>c. Chancellor’s Advisory Council (CAC) – report postponed to 2/9/15</p> <p>d. Commencement: Regalia Days are 1/27 and 1/28. Students can have their photos taken with Kimberlee Messina in regalia on 1/27 in the dining hall and on 1/28 in the PSEC café. Committee has funds to buy master’s gowns for four faculty and would like suggestions for criteria. One possibility is to ask faculty to share in the cost.</p> <ul style="list-style-type: none"> <li>• <b>Follow-up action needed:</b> Remind constituents about regalia day. Send suggestions for criteria to receive (subsidized?) regalia to Rich Morasci</li> </ul> <p>e. COOL report postponed to 2/9/15</p> <p>f. Professional Development Committee will meet 1/27 at noon.</p> <p>g. Student Equity report postponed to 2/9/15</p>			
9. Announcements (limited to 3 minutes, Senate cannot take actions)			
<p>a. DRC needs faculty to beta test new accommodations approval/booking system. Training sessions week of Feb 9 from 12-1PM, free salad lunches. Contact San Lu (<a href="mailto:lusan@fhda.edu">lusan@fhda.edu</a>)</p> <p>b. Chancellor search committee timeline: we’re getting email blasts about opportunities to offer feedback.</p> <p>c. Next senate meeting in Hearthside Lounge.</p> <p>d. <b>Committee Needs:</b> ETAC, PDL Committee (meets Thursdays).</p>			
10. Adjournment: The meeting was adjourned at 4:06 p.m.			