

Foothill College Academic Senate Meeting Minutes
Monday, October 3, 2016
2:00 P.M., Toyon Room

ITEM	ACTION
1. Call to Order	Quorum present 1:59PM. Holcroft called meeting to order 2:00PM
2. Roll Call	<p><u>Senators Present</u> Jody Craig (KA) Isaac Escoto (AS VP/CCC Co-ch '15) Jordana Finnegan (LA) Carol Josselyn (FA&C) Carolyn Holcroft (AS President '16) David Marasco (PSME) Kathryn Maurer (BSS) Bruce McLeod (F A) Patrick Morriss (AS Sec'y Treas '15) Jose Nava (BSS) Tobias Nava (CNSL) for Cathy Denver Rosa Nguyen (PSME) Rita O'Loughin (KA) Katherine Schaefer (PT rep '15) Mary Thomas (LIB) Voltaire Villanueva (CNSL)</p> <p><u>Liaisons Present -</u> Andrew LaManque (President's Cabinet) Ramiel Petros (ASFC President)</p> <p><u>Guests</u> Rachelle Campbell Judy Baker Paul Starer Thom Shepard Nanette Solvason Simon Pennington Lori Silverman Lan Truong Andrea Hanstein Bernata Slater</p> <p><u>Senators Absent</u> Kimberly Escamilla (LA) Lisa Eshman (BHS) Donna Frankel (PT rep '16)</p> <p><u>Liaisons Absent</u> Faculty Association - not yet appointed Classified Senate - not yet appointed</p>
3. Adoption of Agenda	M Thomas S Schaefer. Approved by consensus.
4. Public Comments	<p>Limited to 3 minutes each. Senate cannot take action or respond to items not on the agenda</p> <p>Foothill has partnered with Second Harvest Food Bank to enhance our on-campus food bank, Room 2002. Hours are 8-4 Monday thru Thursday and 8-3 Friday.</p>

<p>5. Approval of Minutes: May 23, 2016 June 6, 2016 June 19, 2016 and Sept 21 FYI</p>	<p>May 23 minutes approved by consensus. June 6 minutes approved by consensus.</p>
<p>6. Consent Calendar</p>	<p><u>Professional Development Leave Committee</u>: Brian Tapia (BSS)</p> <p><u>Program Review Committee</u>: Cara Miyasaki (BHS); Kathryn Maurer (BSS)</p> <p><u>Operations and Planning Committee</u>: Faculty tri-chair Debbie Lee (PSME)</p> <p><u>Student Equity Workgroup</u>: Micaela Agyare (faculty tri-chair); Carolyn Holcroft</p> <p><u>Hiring Committee</u>: Director, Equity and Employee Relations (district): Nicole Gray</p> <p><u>College Curriculum Committee</u>: Sara Cooper and Gillian Schultz, (BHS); Bill Ziegenhorn (BSS), Brian Evans (BSS, fall and winter); Mark Anderson and Milissa Carey (FA&C); Valerie Fong and Ben Armerding (LA); Kay Jones (LIB), Kathy Armstrong and Marnie Francisco (PSME), Mark Knobel (PSME winter and spring)</p> <p><u>Basic Skills Workgroup</u>: Teresa Zwack (faculty tri-chair); Valerie Fong; Allison Herman; Sam White; Katie Ha; Tilly Wu; Susie Huerta; Voltaire Villanueva; Eric Reed; Sarah Munoz; Jiin Liang; Matthew Low</p> <p><u>Workforce Workgroup</u>: Faculty tri-chair Rachelle Campbell (R T); Dave Huseman</p> <p><u>District Diversity and Equity Advisory Committee</u>: Carolyn Holcroft</p> <p><u>Human Resources Advisory Council</u>: David Marasco</p> <p><u>Student Grievance Panel Pool</u>: Ron Herman (PHOT); Kathy Perino (MATH), Kathy Armstrong (CHEM); Kay Thornton (THTR); Phyllis Spragge (D H); Bruce McLeod (THTR); Preston Ni (COMM); Richard Morasci (ESL); Debbie Lee (MATH); David Marasco (PHYS); Maureen MacDougal (V T);</p> <p><u>Student Discipline Hearing Pool</u>: Ron Herman (PHOT); Kathy Perino (MATH), Kathy Armstrong (CHEM); Kay Thornton (THTR); Phyllis Spragge (D H); Bruce McLeod (THTR); Preston Ni (COMM); Richard Morasci (ESL); Debbie Lee (MATH); David Marasco (PHYS); Maureen MacDougal (V T);</p> <p><u>Academic Integrity Committee</u>: Patrick Morriss, Mary Thomas, Brian Evans</p> <p><u>COOL/DEAC</u>: faculty co-chair Kate Jordahl (PHOT); Kathryn Maurer (ANTH), Mohannmed Akhoirshida (PSME); Carolyn Brown (GID); Fatmia Jinnah (CNSL); Rick Martinez (MATH); Allison Lenkeit Meezan (GEOG); Jennifer Price (ANTH), Katy Ripp (K A); Kerri Ryer (BSS); MaryAnn Sunseri (COMM); Shirley Treanor (HLTH); Lisa Verissimo (ACCT); Mimi Will (BUS); Benett Zussman (F A)</p> <p><u>Professional Development Committee</u>: Jeff Anderson (faculty tri-chair)</p> <p>College and District committees in need of faculty to serve as Academic Senate</p>

	representative(s): Academic Integrity Committee Program Review Committee Tech Task Force
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2016-2017 New Probationary Faculty Hires				
Last	First	Department	Core TRC members	At-Large TRC member* DRAFT
Bacon	Hilary	CNSL	Cleve Freeman chair, Elaine Piparo	Zach Cembellin
Chase	Annie	PHYS	Sue Wang chair, Sarah Parikh	Amy Edwards
DerBing	Clifton	CNSL (Psych services)	Elaine Piparo chair, Lety Serna	Kathy Perino
Fong	Jordan	GID	Carolyn Brown chair, Mark Anderson	Patrick Morriss
Knight	Steve	DMS	Judy Yamamoto chair, Jenene Key	Steve Batham
Korniakov	Alex	ACCT	Lisa Drake chair, Sara Seyedin	Lisa Schultheis
Meacham	Dokesha	CNSL	Andy Lee chair, Debra Lew	Tom Gough
Slede	Lisa	CNSL (Psych services)	Fatima Jinnah chair, Cathy Denver (Confirmed S16)	Bonnie Wheeler (confirmed S'16)
St. Onge-Cole	Shaelyn	V T	Angela Su chair, Maureen MacDougal	David Marasco
Villanueva	Tracy	EMS	Dave Sauter chair, Dave Huseman	Bruce McLeod

7. Unfinished Business (10+1 area(s) indicated)	none
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8. New Business (10+1 area(s) indicated)	
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a. Academic Senate Orientation	<p>Why are we here in Senate? What does the Academic Senate do? On what authority?</p> <p>Holcroft presented the "10+1" areas of faculty purview as delineated in the Title 5 regulations implementing California Education Code. She also pointed to six sections of the code itself that grant certain authorities to academic senates in certain areas (faculty hiring, equivalency for minimum qualifications, and tenure, for instance). The 10+1 areas are</p> <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. College governance structures, as related to faculty roles 7. Faculty roles and involvement in accreditation processes 8. Policies for faculty professional development activities 9. Policies for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon <p>In particular, most work under area 1 is carried out through the College Curriculum Committee, a subcommittee of this body. Area 2 is typically handled through our divisional curriculum committees, with faculty driving the decisions. Under Area 6, the academic senate negotiates governance structures with administration, with a continuing senate role regarding proper maintenance and operation of agreed-upon structures and processes. Once we establish program review policies through collegial consultation with administration, the senate role continues through monitoring the implementation of agreed-upon policies. Area 11 (the "+1") is intended to allow for collegial consultation on unanticipated issues.</p> <p>The academic senate's role is strictly limited to making recommendations to our governing Board of Trustees or its designees (district and college administrators), so that the Board can consult collegially with faculty on matters of faculty purview. To make it happen, senate appoints faculty to shared governance bodies whose charge includes areas covered by the 10 + 1. Those faculty are responsible for keeping senate (and consequently all faculty) informed of actions, decisions, and issues.</p>
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	<p>In response to a question, Holcroft clarified that the committees listed on today's consent calendar do not form a comprehensive list of all faculty committees. Most committees with faculty representation have a faculty tri-chair who serves as our point person for communication.</p> <p>Another way we make recommendations is via a formal resolution on a matter within faculty purview, a process usually reserved for weighty issues needing input, review from all faculty. Less formally, the senate can pass a motion authorizing a certain action or directing its officers to advocate for a certain position.</p> <p>Title 5 designates 5 of the 10+1 as areas of "primary reliance," that is, Title 5 directs the Board to rely primarily on faculty recommendations concerning curriculum, degree and certificate requirements, grading, standards for student success, and faculty professional development. The other areas are designated as "joint development" or "mutual agreement," where it is expected that the Board and the Senate will consult collegially.</p> <p>All faculty are members of the academic senate. The body that meets, made up of faculty representatives, is called the Executive Committee of the academic senate.</p> <p>It is the goal of the current senate officers to distribute the minutes of each senate meeting to all senators by Tuesday morning. It's important to keep that in mind we in this room represent people who are entitled to be informed and give direction to their representatives. Any representative can bring an issue that falls under faculty purview to the senate. Senators are directed to inform constituents of senate processes.</p> <p>The Foothill Academic Senate operated on soft Robert's rules. We often approve routine items by consensus. Resolutions and other substantive issues require two reads before action can be taken.</p> <p>Senate time is valuable. Out of respect for our colleagues' time, senate meetings will primarily be a place for substantive discussion. If an issue can be clearly communicated in a written report, that will be the preferred route.</p> <p>In response to a question, Holcroft responded that part-time faculty are eligible to serve on any and all college and district committees except the Professional Development Leave committee, Tenure committees, and the grievance hearing panel pool.</p>
<p>b. Basic Skills Expenditures(5,10)</p>	<p>The recommendations concerning expenditures of Basic Skills money require senate president's signature. By our established procedures, that requires faculty approval in the form of a motion to direct the senate president to sign the document on behalf of faculty.</p> <p>Expenditures second set includes planned expenditures for 2016-17. There are funds carried forward, unspent in previous years.</p> <p>Motion to direct Holcroft to sign the document on behalf of faculty: M Josselyn, S Villanueva.</p> <p>In response to a query, it was pointed out that the Basic Skills committee, with strong faculty representation, decides what expenditures are appropriate. Villanueva assured that there is strong vetting.</p> <p>Motion carries.</p>
<p>c. IP&B Recommendations to PaRC (4, 9, 10)</p>	<p>These documents are going to the Planning and Resource Council (PaRC) on Wednesday for a first read. Every spring, PaRC makes a to-do list for the</p>

<ul style="list-style-type: none"> > PaRC position prioritization > New initiative proposal process > Annual program review <ul style="list-style-type: none"> TracDat pilot > Comprehensive program review cycle 	<p>Institutional Planning and Budgeting committee (IP&B) to accomplish over the summer, and to bring the list back to PaRC in the fall. That's where we are now.</p> <p>Concerning the prioritization of new faculty positions, the process begins with a program review resource request for a new faculty position. The first prioritization takes place at the division level, with the dean and division faculty prioritizing all the divisional faculty position requests. The dean then forwards the division list to the VPs for college-wide prioritization. In the past, that list went to PaRC for final prioritization, but PaRC voters had little knowledge of the background, collaboration, and consultation that had gone into creating the VPs' list, so on balance were not well-positioned for the decision put to them. IP&B's recommendation is that beginning this year, VPs will bring the rankings to PaRC, and present the thinking behind them. PaRC will then approve or disapprove the proposed rankings as a unit.</p> <p>The VP list is made in consultation with all the deans together. Ideally, it considers college-wide issues, with support from the various program reviews that originally generated the resource request for a new faculty member. It was noted that customarily, failed faculty searches roll over as a fresh resource request in the next year.</p> <p>A concern was raised that there is no widely-circulated rubric or criteria for evaluating one position request against another, leaving the impression that there's substantial room for greater transparency in the ranking process, a point that Holcroft has made frequently and persistently in different governance venues. How do the VPs decide to rank one division need over another?</p> <p>There was much agreement that transparency in decision-making – specifying criteria and documenting decisions – is very helpful for departmental faculty left to deal with denied requests. Transparent discussion of rationale for choices is essential. It was noted that the rationales for new positions stated in program reviews have been uneven in quality.</p> <p>IP&B has authority to change criteria. Most useful for faculty would be to receive guidance on eventual criteria that will drive the VPs' decisions, so that those guidelines could drive program review rationale for new faculty positions.</p> <p>Andrew has tried to create a matrix for the current rankings coming to PaRC this year based on the criteria adopted for out-of-cycle hires, and will present to PaRC on Wednesday.</p> <p>There is also a proposal coming forward of how to initiate campus-wide and/or inter-disciplinary programs such as Umoja, or other cohort-based programs. Similar to new course proposal, goal is transparency to communicate with the college.</p> <p>FYI: IP&B recommends a pilot for trying TracDat for annual program review. The new iteration of TracDat has greater functionality to tie to program review, and it cuts out the steps that had been done on a separate Word doc template. TracDat will have another upgrade next summer. As a pilot this fall, the annual program review template will move straight to TracDat. The entire process will be captured there, to eliminate the need for archiving.</p> <p>Campell and J Nava volunteered for the pilot. Training will be available. The new interface shifts things around, eases navigation.</p> <p>FYI: IP&B will recommend to PaRC that FH remain with a three-year comprehensive PR cycle.</p>
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	<p>Holcroft noted that PaRC had asked IP&B to investigate whether the timing of program review should move to winter quarter. IP&B discussed but decided to pass the issue to the Operations and Planning Council and the Program Review Committee to explore how the logistics might be worked out.</p>
<p>d. President's Report > Summer activity > ASCCC resolutions for Area B</p>	<p>Holcroft presented her time report showing 84 hours of summer service (through August 31, 2016). Morriss reported 21 hours.</p> <p>The ASCCC resolution package to be forwarded as soon as it becomes available.</p> <p>Board of Trustees meets tonight.</p>
<p>e. Treasurer's Report</p>	<p>For the academic year ending June 30, 2016, Morriss reported revenues of \$6131.48 against expenses of \$6800.00, leading to a dues account ending balance of \$20,803.57, down \$678.52 from the ending balance of \$21,472.09 as of June 30, 2015. Revenues included \$6125.00 dues and 6.48 interest. Expenses were allocated as \$3000.00 for Scholarships, \$2000.00 conference costs for senate representatives at ASCCC events (plenary, Area B, and the leadership institute), and \$1800.00 in service stipends for senators representing part-time faculty. A detailed reporting of the dues account is attached.</p>
<p>f. Accreditation Update</p>	<p>Fall and Winter will be the crunch time for the self study, one team for each of four standards. Holcroft chairs standard II. There are plenty of ways to help, and much need. An additional requirement / opportunity this year is the Quality Focus Essay (QFE). The QFE is intended to encourage colleges to be candid in their self-assessments by serving as an accreditation "hold-harmless" safe harbor. Issues in the QFE cannot be used to support accreditation sanctions. Rather, colleges can use the QFE to highlight areas for improvement with some freedom in addressing them.</p> <p>If you're serving on an accreditation team, you got an invitation to an accreditation leadership summit to be held at Asilomar Friday and Saturday Nov 18 & 19. Ideally, the outline for the QFE will be completed by the end of the summit.</p> <p>It was emphasized that signing up for an accreditation team does not obligate one to author any section of the accreditation self-study.</p> <p>Rosa Nguyen shared that the summer's Faculty Teaching and Learning Academy cohort saw the value to student of faculty who know their campus. The experience of being on an accreditation team can give participants a good campus overview.</p>
<p>9. Committee reports</p>	<p>No committees have yet met.</p> <p>Faculty are needed to serve on</p> <ul style="list-style-type: none"> > Academic Integrity Committee > Professional Development Leave committee, > Program Review Committee > Tech Taskforce > Discipline pool – ongoing need > Grievance pool – ongoing need <p>A request was made for further discussion concerning what it means to serve on a committee, and that there is much variation in commitment among the various committee assignments.</p>
<p>10. Announcements</p>	<p>Limited to 3 minutes. Senate cannot take action</p> <p>a. Fall Professional Development Day October 7, 8:30-11:50AM Work/Life Balance. Please register.</p>

	<p>b. Academic Senate office hours for Fall quarter in Room 1929 12:30PM – 2:00PM Mondays and Wednesdays 11:00AM – 1:00PM Tuesdays and Thursdays A senate officer should be on hand to discuss academic and professional matters of interest to faculty.</p> <p>c. Ramiel Petros described the evolving structure of ASFC to focus on student involvement, especially on-campus, working toward building a campus community.. Request to faculty: please identify students or committees in need of students. ASFC is also trying to get students involved politically: Oct 24 is voter registration deadline. Anna Eshoo speak at a townhall in Smithwick, Wed Oct 5, 11AM to noon, followed by a political rally on the quad at noon with food and music. Please encourage students to go. Foothill was the recipient of a \$10K civic engagement grant from Civic Impact for voter registration. The Wednesday forum will be recorded (SV Leadership group) possibly streamed. ASFC is also looking into making voter registration available through MyPortal.</p> <p>d. Pending approval, Foothill will host the ASCCC Executive Council meeting in March.</p> <p>e. Let Ramiel know committee meeting times, to allow for student participation.</p> <p>f. CNSL 86 - Student Leadership, will be offered with a late start (Oct 24), looking for students interested in this one-unit course.</p> <p>g. Katherine Schaefer, a senate rep for part-time faculty, has established a Google group for PT faculty. To join, email schaeferkatherine@foothill.edu</p>
11. Adjournment	Holcroft adjourned the meeting at 3:53PM