

Foothill Academic Senate Agenda
23 February 2009, 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:	Sara Seyedin 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		
Adaptive Learning:	Don MacNeil 10	Fine Arts &	Kate Jordahl 10	FA Liaison	Nicole Gray
	Ernie Schmidt 09	Communication:	Bruce McLeod 10	Cabinet Liaison	Katie Townsen
				Classified Liaison	Denise Perez
2:00 – 2:15	Call To Order Announcements – (General) Approval of Minutes Consent Calendar see page two			Action Action	
	Action & Information Items:				
2:15 – 2:25	Grade Change/Course Repetition Policies -- Davison			Action	
2:25 – 2:35	FSA in Commercial Music – Jordahl			Discussion/Information	
2:35 – 2:50	Faculty Award Report – Kieffer Gillette/Frankel			Information	
2:50 – 3:40	Institutional Effectiveness Survey – Townsend -Merino			Information	
3.40-- 3.55	Committee Reports (Scheduling, Roundtable, Educational Resources) – Kieffer Gillette/Davison/Murphy			Information	

Announcements –

Landscape Design Team representative: meeting February 26th, 2:30pm, Altos Room

Senate Meetings, Winter 2009

January 12
 January 26
 February 9
 February 23
 March 9

Consent Calendar—

Nominating Committee -- Bruce McLeod, Don MacNeil

Senate Minutes

Minutes – Academic Senate

February 09, 2009

Members Present:

Dolores Davison, Carolyn Holcroft-Burns, Donna Frankel, Don MacNeil, Ernie Schmidt, Karl Peter, Sara Seyedin, Tobias Nava, Mike Murphy, Kate Jordahl, Bruce McLeod, Rosemary Arca, Karen Gillette, Dixie Macias, David Marasco, Katie Townsend Merino (Cabinet Liaison), Denise Perez (Classified Liaison)

Members Absent:

Tess Hansen, Brian Evans, Sandi Watkins, Jordana Finnegan, Shanan Rosenberg, Nicole Gray (FA Liaison),

Guests:

Pat Hyland, Richard Galope, Judy Miner

Dolores Davison called the meeting to order at 2:05 pm.

Announcements

1. Dolores announced that EIS steering committee meets at 2 pm so Kurt cannot continue Faculty Senate liaison; Katie Townsend Merino will now be cabinet liaison with Pat Hyland as backup
2. Dolores has been informed that Andrew Fraknoi has won the Hayward Award. This is first time Foothill has a faculty member recognized sine 1999 when Elizabeth Barkley won. Dolores thanked Kurt Hueg who helped to write the nomination/application.
3. The Nomination committee has only one person, David Marasco, and two more volunteers are needed. While this is an important task it is not a great deal of work. You may not serve if you are running or if you currently hold an office. Positions available are the part-time seat and the Secretary treasurer position each a 2-year term. Tess Hanson current secretary will not be running; Donna Frankel, current part time senator will. Please contact Dolores.

Approval of Minutes

M/S Approval of minutes from January 26, 2009, meeting. Unanimously approved.

Consent Calendar

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

(Dolores noted that the teaching area is mentioned next to Scott Lankford due to the need to have ESL and English faculty represented on this hired committee.)

PDL Committee (Winter/Spring) – Sara Seyedin

Language Arts Dean Hiring Committee – Scott Lankford (English)

Scholarship Committee:

David Marasco

Tobias Nava

Lesley Dauber

Ernie Schmidt

Action & Information

1. Program Review, Accreditation and SLO's – Galope/Townsend Merino

Katie Townsend Merino wanted to share the “big picture of accreditation.” She said that there is lots of uncertainty and rules keep changing. She is working to get as much information as possible so that we can get accredited in 2 years. Wednesday night we received a letter from Accrediting Commission for Community and Junior Colleges - Western Association of Schools and Colleges (ACCJC-WASC) putting us on pre-warning. This means that the ACCJC does not feel that Foothill is making sufficient progress in addressing the recommendations of the visiting team in 2005. (The Feb 3 letter from ACCJC-WASC distributed.) Immediate action is essential. Townsend discussed the timeline of the process from the October 15, 2009 follow-up report which means the Board must approve on Oct 5; the board's first read is at the September meeting, As classes start in September, faculty must complete their part of the work by June 2009. This is a great difference from the expectation that we had until 2011 to complete this work.

Katie shared that she has had experience with this and is eliciting feedback from faculty from other institutions who have experienced warning and prewarning.

Katie explained the categories of pre-warning, warning and to show cause. (In this case, must show proof of improvement to stay accredited.)

As an example, Saddleback College was just put on warning for what we were told was acceptable progress. (i.e. one Student learning outcome and one cycle for one class for each department/area.)

Work will have to move quickly in this area.

Also we have to integrate our teaching and budgets; Katie illustrated the process as it is being discussed at this time.

“Program Plans” vs. Program review (department planning) is base to the process. Next is the Program planning committee (Duncan Graham, Sue Gatlin.) We will be testing the new Master planning process with three (3) divisions this year. (Both the Faculty Senate and Curriculum Committee will review this process for improvement.) Between spring and fall each year, every area will produce a program

review, a one-page report. Every 5 years, every area will write a larger report. This is where areas/departments ask for resources. All of the process must be integrated from program plans; justification of needs; curriculum review and Student Learning Outcomes (SLO'S.)

A new piece to Katie's plan is that divisions will meet, prioritize the division needs and requests and create a division plan with faculty input and cooperation.

We must invent what happens next, The idea at this time is planning councils to look over the division reports and priorities. This body will then recommend what happens to what Katie is calling "the penultimate planning council" which is responsible with the accreditation oversight and strategic planning committees for this process. These bodies send recommendations to the president. Katie gave an example from her last school of a need for on-call tutoring specific to history (writing, library, research), which got funding through a similar process. It is that outcomes must link to allocations. We must demonstrate to WASC and everyone that what we are funding actually helps our students

We are also reviewing the Master plan, which was written approximately 5 yrs ago. Katie recommended that we all read the "Education Master and Strategic Plan 2010-2015. "

One recommendation from Katie is that we create 5-10 goals - - then make a task force for each goal and use this to create our action plan. Then, "the Penultimate Planning council" will make sure all are on track.

Other points: Katie wanted it clear that Minutes/agendas are now necessary for all meetings. We have an urgent need to develop integrated planning/budget structures & processes.

Katie expressed that she is here to help teaching and that she recognizes that SLO's are already happening in the classrooms. The change is that you must now document and talk with your colleagues. She expressed that we can strive to see how this helps our students and teaching rather than fighting the inevitable.

To not be put on warning - - we must write SLO's for all classes taught this year and next year; we should have assessed about 1/3 of these (Classes in catalog but not taught do not need to be assessed.)

This is a huge and unexpected task.

Katie has talked with a number of divisions. From the discussion with senators, it was decided that division and area based "Fridays SLOS with Katie and Rosemary" was more likely to be productive than a full day campus wide meeting

Katie asked us to go back to divisions – relaying to colleagues that we are going to be working on this and this is coming down. The goal: by the end of April all SLOs written; assessments and reflection in spring. She suggested the need to deactivate classes that are not going to be taught. She also expressed that she is working to make the process as simple as possible.

Richard Galope talked about Accreditation. Richard is heading up the Accreditation efforts as Accreditation Liaison Officer, with Katie Townsend Merino and Dolores Davison as Accreditation Co-Chairs. Richard introduced standards and how they fit into accreditation. He reported that he has met with classified senate. It is now necessary to identify individuals to be on committees and subcommittees. There will be an administrator/faculty/classified member co-chairing each standards committee and sub-committee. Our focus is on inclusiveness. The goal is to build teams with Katie/Dolores/Richard, which are in line with inclusion. For this end, he is looking for volunteers for standards teams; we need faculty for each of the roles. He is developing training.

At this point, Donna Frankel asked Richard to make sure that adjunct faculty and voices were included. David Marasco agreed with this observation.

Faculty were directed to the Office of Instruction newsletter on the Office of Instruction website for more information.

Mike Murphy asked for a list of SLO examples - - Karen said that library has many books and resources; Katie says that she is very willing to be meet and talk in small groups and help develop SLO'S. She suggested as a start to think what do you want your students to say was meaningful about this class in 5 years? What did you learn in that class? What do you want them say? You can also approach it with the idea of taking pedagogical challenge; Ask " If we change this, will it make a difference...."

David Marasco of PSME thanked Katie and Rosemary for putting a lot of blood, sweat and tears and make it easier for faculty. He reported a positive experience in the small group meeting with Katie and Rosemary as did Sara Seyedin from Business and Social Science.

2. Administrative policy discussion

The Administrative policies repetition of courses is under review. The number of time a student may take a class and the policy on grading changes were discussed. At Foothill at this time, students have 2 years to challenge a grade; at DeAnza they have 7 years; Records were kept at admission and records in the past. Now grading is online and faculty must keep records. Foothill and DeAnza should agree on a policy. Sara Seyedin suggested that we put our policy in our class syllabus. Dolores pointed out that this issue could be problematic due to part-time faculty or retired Faculty. Bruce asked how often are there grade challenges; Dolores said she would check with A&R. Senators were asked to go back to constitutes and ask whether 1 quarter; 1 year or 2 years, or another time period, is appropriate for students to challenge a grade.

The other administrative policy is the ability of a student to retake class with C or better. The current wording is "significant lapse of time," which is not defined. Most of this is a Title 5 change so not under discussion.

3. Roundtable/Educational Resources Updates

Educational Resources Committee meets before Roundtable. Dolores shared that despite the budget, Foothill DeAnza needs 10 faculty to reach FON so we are not fined. Deans must have submitted all full time equivalent faculty requests by Thursday;

The faculty association shared at the board meeting and at ed resources last week is that FA will support the district in solutions to the state deficit but will not support faculty concessions for the structural deficient. Discussion included the place of one time money vs. ongoing moneys and areas to potentially move or eliminate.

Katie pointed out that 10 faculty hires bring us to the minimum FON due to the 21 retirements. There is a penalty of \$30,000 per faculty member below the FON for not complying, so we will be going out for those positions to meet the FON.

4. Committee Updates – Holcroft-Burns

Policy of harassment and discrimination is under discussion. Most of the changes are directly in response to Title 5 changes. Electronic copies of the policies will be emailed to senators later this week.

Dolores Davison adjourned the meeting at 3:46 pm.

Submitted by Kate Jordahl, February 12, 2009