Foothill College Academic Senate Meeting Draft Notes

## December 3rd 2018, 2:00 P.M., Toyon Room

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| **ITEM** | **Attachments** |
| 1. Call to Order | Escoto called meeting to order 2:02PM |
| 1. Roll Call | **Senators Present**  Isaac Escoto (AS President 20’)  Ben Armerding (AS Vice President/CCC Faculty Co-Chair 19’)  Katherine Schaefers (AS Secretary 19’)  Tracee Cunningham (CNSL)  Voltaire Villanueva (CNSL)  Kathryn Maurer (BSS)  Natasha Mancuso (BSS)  Micaela Agyare (Library)  Amber La Piana (LA)  David McCormick (LA)  Hilary Gomes (FA/Comm)  Jordan Fong (FA/Comm)  Robert Cormia (PSME)  David Marasco (PSME)  Sara Cooper (BHS/FA Rep)  Rita O’Loughlin (KA/Athletics)  Dixie Macias (KA/Athletics)  Mimi Overton (SRC)  **Liaisons Present**  Kristy Lisle (Admin rep)  Carolyn Holcroft (Professional Development)  **Senators Absent**  Donna Frankel (PT rep 20’)  **Liaisons Absent**  Chelsea Nguyen (ASFC President)  **Guests**  Ron Painter (PSME)  Ram Subramaniam (Dean, PSME)  Carina Thanh-Ngoc DeLorenzo (The Script) |
| 1. Adoption of agenda | ***Approved by consensus*** |
| 1. Public comment on items not on agenda (senate cannot discuss or take action) |  |
| 1. Approval of Minutes: | ASdraftminutes10.22.18  ASdraftminutes11-26-18  \*Fix David McCormick’s name on 10.22.18 and 11.26.18  ***Approved by consensus*** |
| 1. Consent Calendar | 3 new study groups are being created under our Governance committees:  Advisory Council  1) Study Group: Program Approval  -We need to create a program approval process that works within our new governance structure  -The advisory council commissioned a Program Approval Study Group. The study group will invite representation from each of the four governance committees.  Equity and Education  2) Study Group: Honors Advisory Board  -To support transparency in decision making and facilitate communication between the honors institute and the college at large  -Partly in response to the UCLA TAP honors requirement of having an honors board/committee  -Would like 2 or 3 additional faculty  -entrance and exit criteria  -How can we best serve our students with equity-mindedness  -Jordan Fong volunteer to serve.  Revenue and Resources  Study Group: Bookstore Budget  -Analyze bookstore budget, specifically the budget deficit the bookstore is working within  -Look at possible solutions to budget issues  -Report back to Revenue and Resources in April  -Inviting faculty to take part who are familiar with the Bookstore  -Chaired by Bret Watson (Vice President of Finance and Ex Officio of the Revenue and Resources committee)  Comment: When will these study groups meet?  This is TBD, but the groups would not be automatically relegated to Fridays, as in the major Governance committees. |
| 1. Unfinished Business (10+1 area(s) indicated): |  |
| a. Annual Budget Request Form | AnnualStratBudgetPlanningForm  Question from last week: Will there be non-CTE re-assigned time as part of this form?  Clarification: Yes, we will have this.  Question: was 1 week long enough for feedback?  Comment: Quite a bit of feedback, mostly from faculty who would be responsible for filling out this form.  -What will happen next?  -Will we be part the designing of these next steps?  -Maybe simplify the form?  -Which section should we request resources fund? (e.g. some resources may fall under lottery funds, and another monetary fund)  IP&B (Integrated Planning and Budget, sub-committee of the Advisory Council) created this form, with representation from faculty, classified staff, and administration.  Comment: Two divisions reported faculty focus was more on the loss of teaching hours due to the fire. Not enough time to read through the Form.  Comment: If you put the resource request in one section (e.g. “lottery”), it does not preclude the request from being assessed for other monies.  Comment: This form is more work, but it is strategic work so that we are specific with our funding.  Comment: Who developed the form?  IP&B was tasked with creating this form. IP&B is composed of faculty, staff and administrators. The form was approved by the entire body, after several meetings and discussion.  Comment: If we put off a vote on this form, how would this affect Program Review moving forward  If we decide we need more time, we need to commit to really trying to gather feedback for our meeting on January 14th.  Comment: We have built in to our budget known, regular, program equipment costs. A challenge comes when needs come up mid year that were not added to the budget request form. If the need is immediate and could not have been anticipated, Lisle will consider. If a need comes up mid year that is not immediate and was not a part of the budget request form, it will need to be a part of the following year’s request.  Comment: Efficient to have a master electronic index for this form, where links may then be followed for additional detail on sections.  Comment: We need to understand how we get and spend money. Goal is for this to be an open process. Collaboration from faculty, staff and administrators.  **Consensus that more time for discussion is needed. Senators are asked to seek input within the last few weeks of the quarter, and the beginning of Winter.** |
| b. Budget Reduction Follow Up | Comment:  BSS faculty would like to a have a clear understanding of where cuts to both filled and unfilled positions are. What is the process that was followed to get to those cut positions? Where was the faculty and staff inclusion in that process? What will the inclusion look like going forward?  **Presentation by Pres. Nguyen:**  Faculty Concerns  \*Part Time faculty feel devalued and unable to connect. Voices not heard, do not understand, do not have a holistic understanding of budgetary decisions.  \*Sense of loss for committees and communities. Sense that support for high level services will not be there.  \*People might still be under the impression that change is not permanent and things will settle back in to the normal pattern.  \*Bumping – what is happening here?  \*Fear that classified staff jobs will go to automation. Classified staff feel devalued, their jobs are not important.  \*Downsizing of Administrative staff. What would this look like? Students not having a person as an interface.  \*Part Time communication – 1320 budget (Part Time/adjunct budget). The reduction here not part of the budget reduction strategy, and not acknowledging the impact on that community.  \*Community is needed for various campus stakeholders.  Resources  For the latest Budget Updates, please see here: <https://foothill.edu/president/updates.html>  Open feedback form here:  <https://foothill.edu/president/feedback.html>  Budget reduction history and timeline  \*Foothill and DeAnza College went beyond the 1320 budget for 5 years. The 1320 budget includes both Part Time faculty pay and overload assignments. We went beyond this budget consistently because we were chasing higher enrollments, chasing growth. Foothill had actually been growing with student enrollment (if we were to not count ISAs (Instructional Service Agreement), but as a district, FHDA has not. If went over the 1320 budget, we would be able to pull from full-time faculty vacancies. The college utilized full-time faculty vacancies, so that there would be no full-time faculty layoffs or program cancellations.  \*On December 10th, the FHDA District Board will be looking at the SERP (early retirements), and voting on whether to approve.  \*This year, the State has given Foothill College money allocated for 5-6 positions for full-time hiring. Foothill will be using this money to hire and give assignments to part-time faculty (supplement 1320 funds) as recommended by the Revenue and Resources committee.  \*Hiring Part Time faculty will help us attain more students (FTES– full time equivalent students). President Nguyen will be meeting with Part Time faculty leaders to discuss this connection.  Recommendations from the Oct. 5th Advisory Council meeting  -No program eliminations  -No personnel details for the eliminations until Jan/Feb 2019  Going forward  -Minimize layoffs  -**Dec 14th** – Sharing decisions regarding Administration reorganization  This reorganizing is focused on making room for strategic growth.  -**January/February** – Sharing decisions Staff reorganization. Employees who will be bumped or laid-off will be given official notice. Official announcement regarding staff reorganization delayed until this point due to request from the Classified Staff Union (ACE). Feedback regarding staff reorganization is welcomed at this time.  Comment:  How many stages in downsizing are there? Are we in the final stage?  Yes, we are in the final stage, there are no more downsizing stages.  Comment:  December 14th – How did the Administrative re-organization come to be? Where was the faculty voice in this decision?  The Administrative re-organization is a proposal, not a concrete decision; feedback will be welcomed at this time.  Comment:  Town Halls are difficult for faculty to attend, how can we better communicate to affected constituencies? How can we better communicate these timelines and solicit feedback to constituents?  We can rely on our Advisory Council reporting back to their constituency groups, and including information in Town Halls, as well as utilize communication at the division level (division meetings, etc).  ***Look for a committee report coming up from Escoto within the next few days.*** |
| 1. New Business (10+1 area(s) indicated) |  |
| * 1. PRT Menu Of Options | PRT (Partnership Resource Team) follow-up Visit (2nd of 3 visits) 12/3/18  $200,000 allocation to help support Foothill College plans for improvement in self-identified areas.  Background  IEPI (Institutional Education Partnership Initiative) created the PRT as a  safe harbor outside of the official accreditation process. The team is made up of faculty across the CCC system that proffers recommendations for our self-identified areas of improvement.  The team came up with a Menu of Options for our 4 self-identified areas of improvement. These options were coalesced from feedback gained by the PRT after speaking with faculty, staff, and administrators across campus.  1) Governance  2) Institutional Effectiveness  3) Service Leadership  4) Student Equity Plan  The Academic Senate was requested to look at the recommendations made in each of these above categories and recommend which efforts to prioritize for the $200,000 available funding..  Comment: What jumps out?  Governance  -Pay funds to pay part-time faculty for participation in governance  -Onboarding process for faculty coming in to the Governance committees. Some faculty were appointed after our Governance Summit, which served as the first step to onboarding. Perhaps looking at a way that we could use monies (stipends, PGA credit) to pay for shadowing or time on-the-job learning for governance positions.  -Communication between committees is challenging. Perhaps have a funded position that is dedicated to overseeing communication between Governance committees. Responsible for sharing out updates and gathering feedback, providing the structure.  Comment: What are we to do with this information?  Senators are requested to look at the recommendations by the PRT, and see what we think is the best way to spend the $200,000 in regards to the recommendations therein. |
| * 1. Faculty Hiring Prioritization Tool | FacultyPrioritizationRubric  With the help of the Equity and Education Committee, a Faculty Prioritization Rubric was developed.  Goal is to coalesce feedback from Academic Senate and the Equity and Education Committee for this form.  Comment: When and how will this tool be used?  When asked for and when the Deans bring forward a request for hiring.  Comment: We could have Program Review every five years, combined with this form in order to inform hiring procedures.  Comment: Hiring in the past was based around how well deans could articulate divisional needs. This system seems more equitable across divisions.  Comment: This form is designed to be flexible, taking into account the development of our new Equity plan (Equity Plan 2.0) and perhaps new initiative coming from the State.  Escoto: We will bring this back to our first meeting in January to share out feedback.  Comment: The Equity and Education Committee is discussing specific recommendations for faculty prioritization criteria that would enact our values around student equity. If faculty are interested in contributing to the discussion and helping form our recommendations, please attend the next Equity and Education Committee meeting Friday, January 11 from 1-3PM. |
| 1. Committee reports: |  |
| 1. Announcements (limited to 3 minutes, Senate cannot take action)    1. District Opening Day Feedback Requested    2. Honors Advisory Board    3. Senate Scholarship Preferred Quals | a. The Foothill College Anthropology Program will be hosting a field school in Ireland from July 5th to August 1st. Please share out to your student, the next information sessions are: Dec 5th @ noon, Dec 6th @ 3pm  <https://foothill.edu/anthropology/field/ireland.html> |
| 1. Adjournment | Meeting adjourned 2:03PM |