Foothill College Academic Senate Meeting Minutes

## October 16, 2:00 P.M., Toyon Room

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| **ITEM** | **ACTION** |
| 1. Call to Order | Quorum present 2:00PM. Escoto called meeting to order at 2:04pm |
| 1. Roll Call | **Senators Present**  **Isaac Escoto** (AS President ‘17)  **Rachelle Campbell** (AS Vice President/CCC Faculty Co-Chair ‘17)  **Katherine Schaefers** (AS Secretary Treasurer ‘17)  **Valerie Fong** (LA)  **Kimberly Escamilla** (LA)  **Natasha Mancuso** (BSS)  **Sam Connell** (BSS)  **Micaele Agyare** (LIB)  **Jordan Fong** (FA)  **Robert Hartwell** (FA)  **Maureen Macdougall** (BHS)  **Lisa Eshman** (BHS)  **Rosa Nguyen** (PSME)  **David Marasco** (PSME)  **Donna Frankel** (PT rep ‘16)  **Brendan Mar** (PT rep ‘17)  **Cathy Denver** (CNSL)  **Tobias Nava** (CNSL)  **Liaisons Present**  **Kristy Lisle** (Cabinet Liaison)  **Amy Edwards** (FA Liaison for Fall)  **Danya Adib** (ASFC President)  **Guests**  **Raymond Kaupp** (Associate VP, Workforce Development)  **Senators Absent**  **Rita O’Loughlin** (KINS/ATHL)  **Liaisons Absent**  Classified Senate – not yet appointed |
| 1. Adoption of agenda | ***Approved by Consensus*** |
| 1. Public comment on items not on agenda (senate cannot discuss or take action) | Lisle mentioned Foothill College enrollment is up 49 FTES (Full Time Equivalent Students) compared to last year. Please see the presentation linked in the PARC committee report document for additional information. |
| 1. Approval of Minutes: Draft Notes 10.2.17 | *See Attachment:* AS\_Draft\_Notes\_10.2.17  Minutes Changes:  Robert Hartwell will be representing Fine Arts for Bruce McLeod. Tobias Nava included from CNSL.  ***With changes, Approved by Consensus*** |
| 1. Consent Calendar | Lab Tech Search Committee: Karen Erickson  Transfer Workgroup:  Cathy Denver, Elaine Piparo, Debra Lew, Tobias Nava, Bernie Day  Program Review Committee: Chair Carolyn Holcroft  CCC GE Subcommittees:  Area I- Carolyn Brown, Hilary Gomes (Winter/Spring)  Area II- Scott Lankford  Area III- Kathy Armstrong, Patrick Morriss  Area IV- Patricia Gibbs, Kim Lane (Winter/Spring), Sam Connell volunteered  Area V- Marnie Francisco, Evan Gilstrap  Area VI- Milissa Carey, Scott Lankford, Lety Serna  Area VII- Bernie Day, Andy Lee, Bruce McLeod, Lety Serna  Tenure Review Committees:  Painter, Ronald (CHEM): Mary Holland (Chem) to replace Londa Larson (Chem)  Due Process Pool:  Patrick Morriss  Approved Through Electronic Vote (10.3-4.17)  Schwartsman, Ben (DRCVP): At large Karen Erickson (BIO)  StaAna, Zenaida Pilar (DH): At large Natalia Menendez (LA)  **We are seeking a CCC GE Subcommittee member for Area 1 (Arts and Humanities) and Area 2 (English).**  **Sam Connell has volunteered for Area IV (Social and Behavioral Sciences)**  ***Approved: Marasco/Hartwell*** |
| 1. Unfinished Business (10+1 area(s) indicated): |  |
| a. Dental Hygiene Resolution (1,2) | *See Attachment:* DH\_Area\_B\_Resolution\_Fall\_2017  Fong brought forth a concern from his constituency regarding the purpose of this resolution.  Spragge and Escoto clarified the resolution is asking the ASCCC (Academic Senate for California Community Colleges) work with the ACCJC (Accrediting Commission for California Junior Colleges) to readdress minimum thresholds for BA/BS degree programs at the Community College level; like our Dental Hygiene BS degree program.  For students that are already dental hygienists whom would like to enroll in the BS degree program, there are barriers in doing so as the college has not yet been able to create a completion program.  As written, current ACCJC policy requires all community college baccalaureate degree programs to require the same amount of upper division units. Our DH program feels that it would be more appropriate to allow for flexibility in unit requirements, depending on specific program/field considerations.  This resolution asks that ASCCC work with ACCJC and look at other options, rather than having a blanket unit policy for all BA/BS Pilot programs at the Community College level, without sacrificing content and rigor.  *WHEREAS, Healthcare and other career education associate degree programs require a high number of units in meeting competency, external accreditation requirements, and national credentialing/licensing exams for entry to the profession ~~and~~ while other systems of higher education with different regional accreditors do not adhere to ACCJC’s requirements without sacrificing quality or rigor;*  ***Approved with correction: Marasco/Adib*** |
| b. Student Success Collaborative Goals (5) | *See Attachment:* Integrated\_Plan\_Goals\_Draft  Escoto solicited feedback on which 5 goals should be chosen in order to inform the writing of the Integrated Plan.  A request was made that when we make our decision, a brochure would be available clarifying which goals we have chosen, what these goals would mean, and whom to contact.  Adib requested the Proposed Goal regarding student outreach and marketing be considered.  *“Proposed Goal: Marketing and outreach to recruit students from under-represented student groups”*  During last week’s accreditation visit, the team wanted to hear more of the student voice represented in our decisions.  **Group formed to look at these Goals and select 5:**  **Isaac Escoto, Jordan Fong, Danya Adib, Valerie Fong** |
| c. Final Exam Schedule (5) | *See Attachment:*  FinalExamSchedule\_V2  Lee shared that taking into account all of our face to face and hybrid courses, we have a disproportionate amount of classes to Final Exam schedule blocks.  **More work will need to be done on the final exam schedule. It was agreed that additional work will need to be done outside of senate, due to time constraints.** **Marasco is willing to help with these efforts.**  ***Another draft of the Final Exam Schedule will be coming.*** |
| *d. Program Review Template/s (9)* | *See Attachment:*  InstrCompPrgmRvw\_Tmplt\_v6  A discussion began regarding the new Program Review Application under the Employees Tab in MyPortal.  The tool will allow faculty to break down student success rates for each program, division, department, course, individual section, and more.  Escoto shared concern that agreed upon process has been that pdf pages of program information would be posted on the website, in time for program review work. The process was changed to sharing info tool, and not providing pdf sheets for faculty, without discussion involving faculty.  Some senators shared that they don’t mind faculty being referred to the program review/info tool, as it gives access to robust information, instead of being given program data pdfs.  Concerns were raised that there has not been training with this tool, nor training in methods on how to have equitable and effective conversations with colleagues, using this data.  Several Senators expressed that these Program Reviews should be about how we can better help our students. Mention that we might consider disconnecting the program review process from new faculty hire resource requests, as it seems that resource requests are often/usually new faculty hires. Comment that by tying program review to resource requests, it can feel like the purpose of program review is more to justify requests, than necessarily reflecting authentically and honestly.  Officers emphasized that senate reps share with their constituents the message that faculty need to use the program review/info tool in order to gain access to data used for program review discussions/writing. |
| 1. New Business (10+1 area(s) indicated) |  |
| * 1. Secretary/Treasurer Report | Schaefers gave an overview of the two monetary sources for the Academic Senate; B Budget, and the Dues Account.  B Budget  Every Fiscal Year (July 1st- June 30th) we are given an ongoing budget of $7,052.28 from Foothill’s General Fund  We ended the last Fiscal Year (June 30th 2017) with: $2,113.47  Our total available at the beginning of this year (July 1st) was: $9,165.75    We spent $3,519.10 for Senate Presidential work over the Summer, bringing us to a current balance of $5,646.65  We use our B Budget for:  -Conferences and Travel  -Supplies  Dues Account  An overview of the monies we have in our Dues account is upcoming in our next meeting.  We use our Dues Account for:  -Scholarships: The Senate typically allots $3000 for student scholarships  -Part Time Senator Stipends ($700/quarter)  An observation was made that our constituents do not automatically know they can contribute to the Academic Senate.  **It was suggested to have a handout, a brochure, or another marketing resource to introduce faculty to the Academic Senate. Comment that our current efforts of asking folks to contribute in senate dues, not robust. Secretary/Treasurer will follow up.** |
| * 1. Senate Scholarship | *See Attachment*  AS\_scholarships\_1718  Each year, the Academic Senate gives out scholarships in three categories: Basic Skills, Workforce, and Transfer  Basic Skills  The purpose of this scholarship is to recognize students with a strong commitment to their education that need to first work through Basic Skills coursework before reaching their educational goal(s)  Workforce  The purpose of this scholarship is to recognize students with a strong commitment to their academic major  Transfer  The purpose of this scholarship is to recognize Foothill College students who are ready to transfer to a four-year college or university  Last year, we gave out two $500 scholarships for each of these 3 categories.  From the Basic Skills scholarship requirements Item 3, Marasco requested clarification on the definitions of lower level English, Math and/or Computer classes at Foothill  Several Senators also requested additional clarification on this item, as well as whom we would define as Basic Skills and who we would have in mind for this scholarship.  Mention to clarify that lower level English, Math, and/or Computer classes be changed to say “below transfer level” so as to provide clarity. Mention to add ESLL to “english, math, and/or computer classes.”  Will discuss further at another meeting. |
| * 1. Cesar Chavez Day | Marasco reminded the body of the district’s change in policy regarding Caesar Chavez Day. We now celebrate the Friday before Labor Day, instead of celebrating a specific holiday named “Cesar Chavez Day.” |
| * 1. Area B Update/Resolutions | *See Attached*  F17Resolutions\_AreaMtgs  ***Moved to a future meeting. Will discuss resolutions with De Anza at joint senate meeting.*** |
| * 1. [Student Success Scorecard](http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=422#home) (5) | **Will share and discuss scorecard at a future meeting.** |
| 1. Committee reports: Please see Committee Reports doc. |  |
| 1. Announcements (limited to 3 minutes, Senate cannot take action)    1. Governance Redesign    2. Joint meeting w/ De Anza Senate 10.30.17 (Toyon Room)    3. Accreditation    4. PGA Committee    5. Retest Policy    6. Senate Office Hours (as needed)    7. Transfer Fair October 18th,2017    8. A2MEND Call for Proposals | **a. Governance Redesign**  The Governance Summit is a traditionally held meeting just before the year starts in Fall, looking back on the previous year, going over past goals, seeing if we met these goals, and going forward with new goals. There are typically around 50 people in attendance. Participants include leaders from all segments of Foothill College, including staff, administrators, faculty, and students).  ***For the upcoming Leadership Council (governance redesign), Isaac Escoto and Amy Edwards were approved by consensus to represent faculty.***  There are also two designated seats for Part Time faculty at the Leadership Council.  **Senators are asked to make their Part Time constituents aware of this opportunity**  Marasco added that when part-timers are asked to be part of this, they should be **compensated**  b. Joint meeting with De Anza coming up on October 30th. Foothill will meet in the Toyon Room form 2-230, and we will meet with DA in the Toyon Room from 2:30-3:30. Foothill will then move to the council chambers and finish our meeting from 3:30-4.  c. Accreditation  Lisle gave a brief overview of the visiting Accreditation Committee’s preliminary findings.  Critique: The Accreditation Committee would like to see a systematic way of reviewing Institutional effectiveness and policies and procedures.  Commendation: The Committee commended Foothill College President Nguyen’s focus on collaboration equity.  d. PGA Committee:  **The PGA Committee is in need of members, Senators are requested to seek and inform constituents.**  PGA committee is in charge of reviewing PGA requests that fall outside of units taken or conference/training categories. Usually would meet at most twice a year, and review at most 10 applications.  A question was asked on which faculty could be part of this committee.  ***Escoto will follow up with who can serve (PT/FT faculty, faculty with tenure only?)***  e. Foothill College has a Re-Test policy  f. The Academic Senate will hold office hours as needed  g. There is a Transfer Fair on Wednesday, October 18th, please let your constituents and students know  h. Proposals are being sought for A2MEND conference. Please see attachment for this senate meeting. |
| 1. Adjournment | Meeting adjourned at 4:06pm |