

Academic Senate Minutes

June 3, 2013

Meeting Called to Order at 2:04 p.m.

Members present: Dolores Davison (President), Carolyn Holcroft (Vice-President/CCC Chair), Robert Cormia (Secretary/Treasurer), Katherine Schaefer (Adjunct Faculty), Lisa Drake (BSS) Eta Lin (BSS), Tobias Nava (CNSL), Isaac Escoto (CNSL), Bruce McLeod (FA), Kate Jordahl (FA), Patti Chan (BHS) Pam Wilkes (LRC), Don MacNeil (KA), Katy Ripp (KA), Debbie Lee (PSME), Meredith Heiser (FA Liaison), Joseline Diaz (Student liaison)

Members Absent: David Marasco (PSME), Phyllis Spragge (BHS), Erica Onugha (LA), Craig Gawlick (Classified liaison)

Guests: Bernie Day, Sarah Munoz Adiel Velasquez (next year's ASFC president),

Agenda approved by consensus

Announcements - Senate retreat is 6-21-2013 at Bruce McLeod's home (2-5 p.m.) bring food, beverage, and new senators. We will mainly discuss goal planning for next year. Joseline introduced the ASFC president for next year (Adiel Velasquez) No other announcements

Consent calendar: - one item was pulled to be discussed, the consent calendar was approved. New District Academic Senate President (DASP) Karen Chow will be finishing her term as senate president this year. Karen was voted unanimously by De Anza's senate, and was approved by Foothill's senate.

Approval of the minutes from May 13th by consensus

Item 1: President's report (Davison) Dolores met twice last week Denise Swett, Stephanie Franco, and Lauren Bertani to talk about the restructuring of the Academic Council (AC). In the past, the AC has been chaired by a classified staff member, which has recently been newly reconstituted. AC will be co-chaired by the new dean of ~~registration~~ enrollment management and by Andy Lee (counseling faculty member). The council will be completely revamping the policy and procedures, and there will be training for the committee members. Don MacNeil has volunteered to serve on AC during the summer. Dolores attended the executive orientation for (ASCCC) Academic Senate last week. This has been an interesting year with a lot of new things coming out of Sacramento. There might be more funding this year for Statewide Academic Senate. Many ASCCC committees have been 'dissolved' and replaced by taskforces. Not sure how that will work. Dolores will have a variety of assignments this year, including editor of the Rostrum and liaison to the Veterans Summit. Committees and taskforces may be populated by the president rather than allowing committee chairs to choose their own members. Dolores solicited any interest in request to serve on Statewide.

Item 2: At the last PaRC meeting all workgroups reported out on their goals and achievements. Academic Senate tri-chairs for the work groups report out beginning with Bernie Day. Increase number of students that is on the pathway to transfer. Bernie talked about the large job of promoting transfer and the

workgroup feeling overwhelmed with the magnitude of increase the transfer rates. They are, ~~and~~ creating a culture of transfer with research, activities, and involved faculty such as Carolyn Holcroft (and student success in that process). The transfer workgroup goal was to increase the success of transfer students, increase the number of students, and especially student diversity and achievement in the transfer process. Foothill is ranked 69th in transfer among 112 CCs that send students to UC/CSU. In addition, Foothill is ranked 12th in transfer among 112 CCs that send students to UCs. There was an observation that if 'at risk' students don't have intervention early on, they are less likely to succeed. Bernie reported that the number of students getting AA-T/AS-T degrees have skyrocketed this last year. There was a comment about inability to get data from CPEC after closure of that office. CID has been a challenge, and the transfer degrees have had an impact total graduation rates (more than four times as many AA-Ts as last year).. Having transfer degrees will be important to students. A key challenge has been to get more faculty to participate in this workgroup, and they are looking for more faculty involvement. Bernie announced that the Celebration for transfer students will occur this coming Wednesday (June 5) at noon in Appreciation Hall. A "transfer friendly" faculty member will also be formally recognized during the celebration. Please come to support this event.

Sarah Munoz- basic skills workgroup – discussed continued support for course sequences and pathways for students in basic skills math course and Integrated Reading and Writing (IRW) to move students successfully through these sequences/pathways. She discussed MathMyWay cohort tracking and TA support for students as a success factor. They are looking for new faculty to support this effort. Data was shown from the Summer Bridge Program, working with high school students who have skipped a year of math in junior/senior year and they need a quick review of basic math concepts. Some of the challenges are the following: 1) students experienced lower success rates when placed in Math 10 and Math 105, 2) only 8 students continuously enrolled in math for all three quarters, and 3) importance of interventions such as possible mentorship program of past Summer Bridge students to support future students. These data showed completion in percentages (and number). There were comments and observations about 'success factors' in more difficult courses (math 10 as compared to math 220 and 225). Sarah discussed strategies for retention. Continued advice to students is to take care of math requirements early, rather than put off to the end, as it builds critical reasoning and computation skills that are valuable across the curriculum. The bridge program is working with high schools for connection with math courses and math competencies.

Robert Cormia discussed the Workforce Workgroup goals and outcomes. First, improve visibility and functionality of the Workforce webpage, which is in progress. Second, continue to verify and improve the use of Perkins funding at Foothill College, which also is in progress. Third, continue to increase awareness and improve information access related to all workforce and CTE programs, also in progress. We had a table for Day on the Hill. Cormia brought up the topic of the hourglass economy in Silicon Valley, and improving 'access' to the technology and innovation economy within the Silicon Valley.

Pam Wilkes represented the Operations Planning Committee (OPC). Pam discussed developing a flow chart for the process of how the resource request process in OPC works, and working towards improving the 'confusion' about OPC and the budget request process. OPC has had to work with difficulties where some deans used different processes for resource requests than other deans. Pam briefly outlined how the 'new' prioritized resource requests process works, following a flowchart and a rubric that Pam showed (handout). OPC works on prioritized lists from VPs, and there were comments about the prioritization rubric needing to be revised. Rubric is filled out for every request, and Pam went through the number of resource requests that came to OPC, and that a rubric is filled out for each and every resource request. These are for requests that cannot be immediately funded out of department B-budgets. Deans look at

how money is allocated by department. Judy prioritized faculty, but not staff positions, due to the budget situation. Pam discussed in more detail the resource requests. There were comments about OPC missing the dean's divisional rankings in reviewing program review. All the documents will be posted on the PaRC website.

Item 3: Carolyn talked about the Academic Integrity document that underwent significant changes at the last meeting (Friday) and the revised document (3rd read) and a resolution (1st read) will be brought forward to Academic Senate at the June 17th senate meeting as action items. Eta mentioned that Pam Wilkes is collecting feedback from faculty in regards to the use of "TurnItIn." There is a possibility of purchasing "TurnItIn" at a significantly reduced rate for all California Community Colleges. Kimberlee Messina mentioned that when we did have "TurnItIn," there were only a few faculty that used this service. Academic integrity has been revisiting the issue of plagiarism. The cost of 'TurnItIn' could be somewhere between \$19K and \$25K a year. An additional benefit of 'TurnItIn' would be that students could use the service to see if their paper has any component of plagiarism.

Item 4: Summer cabinet stipend - senate reassigned time only covers the academic year and not over the summer. In the past we've had higher stipends, but recently this has been lowered a bit. Going to do a full day leadership retreat for new faculty in fall, as new faculty have asked that we have an orientation day. The stipend for this summer is proposed for \$3K, and we will provide a detailed list of the activities to justify the payment. This is on for a first read, on June 17th there will be a second read. CAC and Board meetings, but no F2F PaRC meeting (done by email). Looking for senators to serve in summer cabinet.

Item 5: Faculty handbook (Davison) The original Faculty Handbook was 172 pages, the new one is about 50. The handbook is not a negotiated item, so the information in it would not be contractual information (that would be found in the Agreement). The Santa Monica faculty handbook, with an interesting history, was used as a guide/reference for this effort. The faculty handbook will be reviewed by new faculty, who will look for items they wished they had known when they started. It will be rolled out for new faculty and at the part-time orientation meeting. As a reminder, the faculty handbook is not a negotiated item. It will be posted on the faculty and staff webpage, senate webpage, and PaRC webpage

Committees: Elections update, Kathryn Schaefer was reelected as part-time representative for a two-year term, and Jamie Orr for a one-year term.

AI committee - As noted earlier, there will be a third read for the Academic Integrity document as well as an initial first read for the resolution to adopt the AI document. These items will both be action items on the June 17 agenda.

CAC - Cormia stated that Kevin McElroy discussed the budget situation with enrollment declines, and how we'll get through the next budget cycle using end-of year balances, but the 2014/15 year could be more painful. Central Services will undergo restructuring (e.g., online/electronic meetings). Kevin will give a budget townhall meeting on June 20 at noon.

COOL - will continue to talk about online and equity. COOL asked what they could do for that effort. Meets at 12 noon on Altos Room Wednesday 6/12 and also CCC Confer.

Curriculum Committee – Carolyn advised everyone to read the curriculum communiqué. There was a decision to require very short description of certificates of achievement, and why students should try to achieve one. These descriptions would not only be helpful for students, but also for counselors. There will

be a template for these descriptions. We have until the next catalog update to get this in (to paper) but we can always update the online catalog, so the sooner the better. Title V requires that 18 units must be taken at FH, but no requirements about what these units are in. There was discussion about local degrees rather than AA-T degrees. Fullerton is up to 23 AA-T degrees; Foothill doesn't have a lot of AA-T degrees completed (only 2 currently approved).

Program review met once and will meet again tomorrow to work on program review templates (documents). They will be planning training for deans and administrators. ((OPC Recommendations go to PaRC and will need Program Review data to support those requests. Next year there will be more time to 'fix' the documents, and publicize that there is a 'review period' in which documents could be revised.

For the good of the order

CCSF accreditation report will be released, probably late Friday. Meredith asked about having signups at the FA tables for the election (6/12 and 6/13). The FA executive council was elected by consensus, and the contract (with many small changes will be made) will be the main election item. Bruce McLeod also reminded people about the lockdown trial run tomorrow (June 4th). There was comment about the low election turnout among adjunct faculty; how do we get more adjunct faculty to participate in elections? Dolores suggested that we should discuss this issue as one of our items during the senate retreat in regards to future goals.

Meeting adjourned at 4:04 p.m.