

**Foothill College Academic Senate Draft Notes  
October 8<sup>th</sup> 2018, 2:00 P.M., Toyon Room**

ITEM	NOTES
1. Call to Order	Escoto called meeting to order 2:02pm
2. Roll Call	<p><b><u>Senators Present</u></b>  Isaac Escoto (AS President)  Ben Armerding (AS Vice President/CCC Faculty Co-Chair)  Katherine Schaefers (AS Secretary/Treasurer)  Tracee Cunningham (CNSL)  Voltaire Villanueva (CNSL)  Kathryn Mauer (BSS)  Micaela Agyare (Library)  Amber La Piana (LA)  Hilary Gomes (FA/Comm)  Jordon Fong (FA/Comm)  Donna Frankel (PT rep)  Robert Cormia (PSME)  David Marasco (PSME_  Sara Cooper (BHS/FA rep)  Maureen Macdougall (BHS)  Rita O'Loughlin (KA/Athletics)  Mimi Overton (SRC)</p> <p><b><u>Liaisons Present</u></b>  Carolyn Holcroft (Professional Development)  Kristy Lisle (VP Instruction/Institutional Research)</p> <p><b><u>Guests</u></b>  President Nguyen stopped by towards the end of the meeting.</p>
3. Adoption of agenda	<i>Approved by Consensus</i>
4. Public comment on items not on agenda (senate cannot discuss or take action)	None
5. Approval of Minutes:	ASdraftminutes6-18-18  <i>Approved by Consensus</i>
6. Consent Calendar	<p><b>*Kerri Ryer</b> (Polic Sci) <b>Tenure Review Committee:</b> Falk Cammin, Joe Woolcock, David Marasco (PSME, At-Large)</p> <p><b>*Governance Council:</b> Isaac Escoto (chair), Sean Negus (PT rep), Amy Edwards, Preston Ni.</p>

	<p><b>*Equity and Education:</b> Carolyn Holcroft (chair), Donna Frankel (PT rep), Cleve Freeman, Patrick Morriss, Karen Erickson.</p> <p><b>*Community and Communication:</b> Katherine Schaefers (PT rep), Jordan Fong (chair), Nicole Gray.</p> <p><b>*Resources and Revenue:</b> Eric Reed (chair), Natalie Latteri (PT rep), Kathy Perino, Bruce Mc Leod.</p> <p><b>*Student Grievance/Discipline Pool:</b> Steve Batham, Rosa Nguyen, Kay Thornton, Ron Herman, Patrick Morriss, David Marasco, Andy Ruble, Richard Morasci, Scott Lankford, Voltaire Villanueva, Marc Knobel, Kathy Armstrong, Eta Lin, Bruce Mc Leod, Sara Cooper, Bill Ziegenhorn, Lisa Drake, Debbie Lee, Maureen Macdougall, Kathy Perino, Tom Gough, Kella Svetich</p> <p><i>Approved by Consensus</i></p>
<p>7. Unfinished Business (10+1 area(s) indicated):</p>	<p><b><u>Committee Needs:</u></b> *Community and Communication: Need a Faculty Chair, Faculty Rep <b><i>Nomination and Approval: Jordan Fong for Chair of Community ad Communication</i></b> We now need 2 additional faculty members on this committee</p> <p>*Resources and Revenue: Need 1 additional faculty member <b><i>Sara Cooper, volunteer to serve</i></b></p> <p><b><u>Final Exam Schedule</u></b> We are eliciting help to coordinate the Final Exam schedule when the need arises. Time commitment should be minimal.</p>
<p>8. New Business (10+1 area(s) indicated)</p>	
<p>a. Senate Introduction</p>	<p>Foothill-Senate-Orientation1819</p> <p>Introduction to the Foothill College Academic Senate</p> <p>Why are we here in Senate? What does the Academic Senate do? On what authority?</p> <p>Escoto presented the “10+1” areas of faculty purview as delineated in the Title IV regulations implementing California Education Code.</p> <p>The 10 + 1 areas are:</p> <ol style="list-style-type: none"> <li>1. Curriculum, including establishing prerequisites</li> <li>2. Degree and certificate requirements</li> <li>3. Grading policies</li> <li>4. Educational program development</li> <li>5. Standards or policies regarding student preparation and success</li> <li>6. College governance structures, as related to faculty roles</li> </ol>

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

In particular, work under 1 and 2 is carried out through the College Curriculum Committee, a subcommittee of this body. Course approvals are handled through our divisional curriculum committees, with faculty driving decisions.

Area 11 (the "+1") is intended to allow for collegial consultation on unanticipated issues.

The Academic Senate's role is to make recommendations to our governing Board of Trustees. The Board (or its designees (district and college administrators)) consult collegially with faculty on matters of faculty purview. To make it happen, Senate appoints faculty to share governance bodies whose charge includes areas covered by the 10+1. Those faculty are responsible for keeping the Senate (and consequently all faculty) informed of actions, decisions, and issues.

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.

Our district designates 5 of the 10 +1 as areas of "primary reliance," that is, policy 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.

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.

#### Senator Responsibilities:

- \*Prepare for and attend senate meetings
- \*Promptly report out from senate meetings/activities to constituents, and actively solicit discussion and feedback
- \*Represent your constituents (not yourself)
- \*Vote
- \*Bring division matters to the senate (10+1) and author resolutions as appropriate
- \*Participate in committees as a senate representative or liaison

For a full overview of the scope, duties, and purview of the Academic Senate, please see the Senate Orientation PowerPoint, located under the Senate meeting and agenda section from 2017-2018:

<https://foothill.edu/gov/academic-senate/meetings.html> under 10/2/17 here:  
[Foothill Senate Orientation 17 18v2.pptx](#)

<p>b. President's Report - Summer Activity - Governance Summit</p>	<p>Escoto-Senate-Smr-Hours-18</p> <p>*Escoto presented time log of Senate work over the Summer</p> <p>Strategic_Objectives_18-19</p> <p>*At our Governance Summit in September, we reviewed our Strategic Objectives. The Governance Summit is a meeting of campus leaders from faculty, staff, administrators, and students to review College goals, strategic objectives, procedures and programs. This year's Governance Summit was also meant to gather together the four new Governance Committees:</p> <p>Advisory Council  Education and Equity  Community and Communication  Revenue and Resources</p> <p><b>Senators: Please have a look at these Strategic Objectives, so we can be aware of where the College is going.</b></p> <p>*Over the Summer, the Summer Senate Cabinet approved a low or no-cost designation to show up under the schedule of classes for students.  Question: How do faculty get their course designated as low or no cost?  <b>Escoto to follow-up</b></p> <p>*Over the summer, the Integrated Planning and Budget Committee worked on a new template/rubric for Program Review. For this year, Program Review will be suspended to give IP&amp;B more time to work on the template. IP&amp;B has also recommended to the Governance Council that program review run on a 5 year cycle.</p> <p>Comment: IP&amp;B will have two retreats on campus for:  Student Services: <u>November 27<sup>th</sup></u>, 9-4pm in the President's Conference Room. You do not need to attend entire time in order to attend.  CTE addendum: <u>November 13<sup>th</sup></u>, 9am-4pm (don't have to attend the whole thing, in order to attend) in the President's Conference Room.  Faculty are asked to come to both the weekly IP&amp;B meetings and the two on-campus if possible.</p>
<p>c. ASCCC Awards</p>	<p>StateFacultyAwards18_19</p> <p>*State-Wide Academic Senate (ASCCC) Awards for Outstanding Faculty and Programs for 2019/2020</p> <p>Exemplary Program Award (This year the award is focused on Environmental Responsibility and Sustainability)  <a href="https://www.asccc.org/events/exemplary-program-award-0">https://www.asccc.org/events/exemplary-program-award-0</a></p> <p>Hayward Award (For Excellence in Education. Award for 1 full time faculty and 1 part time faculty).  <a href="https://www.asccc.org/events/hayward-award-0">https://www.asccc.org/events/hayward-award-0</a></p> <p>Stanback-Stroud Diversity Award (honoring faculty involved in diversity efforts)  <a href="https://www.asccc.org/events/stanback-stroud-diversity-award-0">https://www.asccc.org/events/stanback-stroud-diversity-award-0</a></p> <p>Nominees must be discussed and approved by the senate (in addition to the application and any supplemental documentation also necessary for the given award), in order to be</p>

<p>d. New Governance Updates</p>	<p>Questions-for-Governance2018.pdf</p> <p><b>Advisory Council</b></p> <ul style="list-style-type: none"> <li>*Approved going to a 5-year cycle for Program Review</li> <li>*IP&amp;B (Institutional Planning and Budget committee) approved as a study-group of the Council</li> <li>*Nov 2<sup>nd</sup>, need to make a final recommendation to the District regarding budget reductions.</li> <li>*<a href="#">Guiding principles for Budget reduction</a></li> <li>*Council approved no Program eliminations this year. No guarantee for position eliminations. Council approved to not to list specific positions that will be eliminated.</li> <li>*Foothill Budget Town Hall, October 24<sup>th</sup> from 2:30-3:30 in the Hearthside Lounge.</li> </ul> <p><b>Equity and Education</b></p> <ul style="list-style-type: none"> <li>*Reports from previous committees from previous governance structure to see what this new committee could pick up.</li> <li>*Some of these past groups had some legal on-going tasks. Brainstorming on how to resolve these.</li> <li>*Equity plan – review and update progress of Equity Plan 1.0 from October 2016. Decision to reach out to folks who had been tasked with this initial plan.</li> <li>*Notice some overlap between tasks assigned to Education and Equity with other groups.</li> <li>*Next meeting: November 9<sup>th</sup>, faculty are welcome to Zoom-in.</li> </ul> <p><b>Revenue and Resources</b></p> <p>Has not yet met</p> <p><b>Curriculum Committee</b></p> <p>Certificate of Achievement  Total units allowed – now a minimum of 24 quarter units (instead of the former 27)  Low Unit Certificate  Dropped from 18 to 12 quarter units</p>
<p>e. Dual Enrollment</p>	
<p>f. Honors</p>	<p>During our preceding meeting in Spring 2018, we approved support for a director position of the Honors Program at 1.0 release time.  Voltaire Villanueva and Debbie Lee (Co-Directors, Honors Program) presenters  Full details on the Honors program located here:  <a href="https://www.foothill.edu/honors/">https://www.foothill.edu/honors/</a>  Honors Office (Temporary location until mid-October)  Room 3612 (in TLC building)</p> <p>*Honors Program Student Requirements  Honors Program requires a 3.5 or above GPA out of HS, or a 3.3 and above GPA at Foothill with at least 10 units.  Completion of the program requires 23 honors units with a 3.3 GPA minimum in those courses.  Service Leadership is also a requirement of the program.</p> <p>*Benefits of completing the Honors Program  Priority admission to UCLA, UC Irvine, Chapman, Pitzer, and more.</p>

	<p>Exclusive scholarship opportunities Bay Area Research Symposium</p> <p>*What is different this year? The Honors Director position is now under the Dean of Equity. We do not yet have a Dean of Equity. The Honors Director Position is funded through the Equity Fund</p> <p>*Goals of the Honors Program Attract more 1<sup>st</sup> generation students Attract historically underrepresented students Attract part-time, returning and older students (all of these are aligned to UCLA TAP goals) Dual enrollment Build a learning community Support all students with resources</p> <p>*We need faculty help We need help from faculty in creating and creating curriculum for more Honors courses. We would like courses with more inclusive curriculum. Professional development would be offered in how to create more inclusive curriculum</p> <p>Comment: Marketing will be increased surrounding the Honors Program. Direct mail will be distributed to potential students. Comment: If we have an existing class, would we need to follow the year and a half timing to shift it to an Honors course? The deadline to get a course in to the curriculum process is typically spring. Clarification: Yes, we would. There may be a possibility of course approval having a quicker turn around for when they can be taught. Curriculum Committee will look at possibility of a midyear catalog addendum, that could include midyear course changes.</p>
g. Senate Scholars hips	<p>AS_Scholarships_1819</p> <p>*Moved to next meeting</p> <p>Comment: Need to figure out what a “Basic Skills Scholarship” will mean, since with AB 705, we have greatly minimized basic skills course offerings/sections.</p>
9. Committee reports:	
10. Announcements (limited to 3 minutes, Senate cannot take action) a. Equity Follow Up Discussion	<p>President Nguyen: Equity Plan 2.0 Update and revamp, please stay engaged with this effort Education Master Plan 2020 Look at the next 10 years, what will the College become? Transformative changes are based on a new Master Plan.</p> <p>Equity Follow-Up Discussion Tuesday, October 9<sup>th</sup> 12-2pm in the Hearthside Lounge</p> <p>ASCCC Part Time Faculty Conference 2<sup>nd</sup> annual event. Well-attended event, held at the Marriot, SF Airport.</p>

<ul style="list-style-type: none"> <li>b. Part Time Faculty Conference</li> <li>c. Need Help w/ Final Exam Schedule</li> <li>d. Online Information Security Training</li> <li>e. Immigration Teach In</li> <li>f. Student Scholarships</li> </ul>	<p>The 2019 PT Faculty Event will be held: Feb 21-23<sup>rd</sup> Newport Beach Marriot Hotel</p> <p>Student scholarships are open for applications, please encourage students to apply. Scholarship applications close in February!</p>
<p>11. Adjournment</p>	<p>Escoto adjourned meeting at 4:05pm</p>