



Foothill College Academic Senate
Academic Year: 2020-21
Monthly Committee Reports
8th and final report June 24, 2021

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Academic Senate Sub-Committees

College Curriculum Committee

Co-Chaired with Office of Instruction

See [CCC Communiques](#)

Committee on Online Learning (COOL)

Co-Chaired with Office of Online Learning

Reported by Faculty Co-Chair, Kerri Ryer

The COOL Committee met on June 18th and elected Kerri Ryer as the Co-Chair for the next two-year term. Ben Stefanik provided a great mini [presentation](#) and overview of Studio quizzes. Alexis Aguilar shared his positive experience with [Superteachertools](#). Check them out!! The subcommittee discussed the importance of accessibility and agreed to engage itself in an accessibility training in the Fall. Everyone is welcome to attend this training. The office of Online Learning has added a [page to the online faculty handbook](#) to support faculty as they transition away from Proctorio. SUMMER PD extravaganza is back July 12-15, with a variety of sessions you don't want to miss! COOL is in the planning and development process for next year's agenda. If you have a topic or action item you would like COOL to consider, please submit it in our open discussion forum on our canvas page. Our Canvas page is open for self-enrollment, and everyone is welcome to join. COOL's next meeting will occur the

Ethnic Studies Steering Committee & Advisory Committee

Reported by faculty co-chair David Marasco

Ethnic Studies Steering Committee

This committee was dissolved on June 9. The role of the committee had been to act in the place of a FT Ethnic Studies instructor, and as our college has made a hire in that position, the committee had become redundant.

Ethnic Studies Advisory Committee

ESAC met on June 11, and also previously in late May. In the earlier meeting, issues surrounding resubmitting Ethnic Studies COR to the State for Area F appeals were discussed. In the June meeting there was a progress update on the COR: the three rejected COR were resubmitted on time, the main Ethnic Studies COR was approved previously for Area F. There were discussions on how to support future growth in Foothill Ethnic Studies. The last part of the meeting featured an introduction to Ulysses Acevedo, our new instructor.

COVID Scheduling Taskforce

Co-Chaired with Office of Instruction, Kristy Lisle

Reported by Mary Thomas

Update from meetings on May 11, May 18, May 25, June 1, and June 8

- Valerie Fong presented the library's plan for re-opening in the fall (open M-Th 10-2, limited capacity, study spots available for 2-hour slots and must be reserved through Modo app,

reserve textbooks and books from the stacks will be checked out for the quarter). Proposal will go next to the RTC Council.

- Amy Edwards presented a proposal to offer *voluntary* supplemental tutorials this spring (content already covered virtually, provide hands-on for students who want it, open and optional for all students in a course by reservation, no impact on grade). Proposal will go next to the RTC Council. (It was not approved.)
- Leticia Maldonado, Alan McCintick, and Rebecca Ryan presented the student safety guidelines. See the [COVID-19 Return to Campus Protocol](#) website for student and faculty/staff FAQs. Students will do a daily health assessment on the Foothill College (Modo) app daily; a green badge means they can come to campus, a red badge means they must stay home. Much discussion about what to do if a student shows up with a red badge, has COVID symptoms, or refuses to wear a mask; Leticia said this should be handled like any other disruption, i.e. attempt to de-escalate, call your dean. Proposal will go next to the RTC Council. Suggest posting protocol and student compact in classrooms and student service areas. FA should be involved because RTC protocol involves working conditions.
- When county guidelines loosened, Kristy moved the deadline for the fall schedule to May 28th; deans asked faculty who did not previously sign up if they want to teach F2F in the fall. Kristy prioritized faculty requests for when they want to teach, but it was suggested that in the winter and spring classes be offered at centralized times.
- A survey was sent to students on May 25th asking if they want to take classes on campus in the fall. ([Results were presented](#) at the President's Briefing on June 7th.) Concern about students the survey didn't reach, i.e., students who left when the campus went virtual.
- Debbie Lee presented a plan for the IDEA Lab and studio recording rooms to re-open. It will go next to RTC Council.
- Until now services have proposed independent schedules for re-opening, but it was suggested that they coordinate so students would know when the campus is generally "open."
- The Theater Department requested to perform the summer musical in Smithwick instead of Parking Lot 8. We didn't see any red flags, and the request will go to EOC and the RTC Council.
- We agreed to stop meeting on a regular basis for now.

[Senate Constitution Workgroup](#)

Reported by co-chair Kathryn Maurer

The Constitution Workgroup completed its work for 2020-21 on May 24th, with the approval by the Exec Committee of all the constitutional amendments proposed for this year. The Elections Committee then took over managing elections, which were completed on June 4th. The Constitution Workgroup will pick up its unfinished work in fall, which will include separating out the constitution from the by-laws, and working on additional constitution amendments, particularly related to the subcommittees of the senate.

[Program Discontinuance Workgroup](#)

Reported by co-chair Kathryn Maurer

This workgroup is on hold for now, given the priority of working on the Program Creation process, and these two workgroups being comprised of many of the same members.

Program Creation Workgroup

Reported by co-chair Kathryn Maurer

Still awaiting CCC appointments to begin work.

Governance Councils & Study Groups

Advisory Council (Council)

Reported by Faculty Tri-Chair, Kathryn Maurer

Advisory Council held its last two meetings of the year on 5/28 and 6/4. On 5/28 topics discussed included a hiring update about the open tenure-track, full-time faculty and admin positions in Instruction & Student Services. The Council then debriefed the two days of Program Review presentations, offering their appreciation for the wonderful “town-hall” style forum which gave much more campus exposure to the excellent presentations by the authors of the program reviews. The Council will propose in its transition plan to 2021-22 work a “revival” of an IP&B-like study group or committee, that will continue to refine the program review process and templates. The Council also received an update on the Accreditation Midterm Report, which they were asked to review in advance of the final meeting on June 4th. The largest amount of meeting time was dedicated to a discussion of the Shared Governance Task Force proposal, which culminated in a unanimous approval of the proposal, and an agreement to dedicate most of the June 4th meeting to an All-Council review of the RP Group Final Report on Governance. Last but definitely not least, VP Bret Watson shared the exciting California Governor’s May Revise of the State’s Budget, which paints a very optimistic panorama of the 2021-22 budget for funding for California Community Colleges. One caution Bret shared with the Council was that much of this funding appears to be one-time dollars, which can create some challenges due to hiring issues with one-time dollars. That said, much optimism was felt by all upon hearing this news.

On 6/4, Advisory Council hosted in All Council meeting dedicated in large part to the initiation of the SWOT analysis of governance to inform the upcoming Shared Governance Task Force. This section of the meeting was facilitated by Dr. Darla Cooper of the RP Group, and included an opportunity for the College to share their reactions, questions, and suggestions for improvements to shared governance at Foothill. The Council also heard an update from Elaine Kuo on the Accreditation Midterm Report and concluded its work for the year.

Community & Communication Council (C&C)

Reported by Faculty Tri-Chair, Laura Gamez

C&C met on 6.18.21

The Service Leadership study group gave an update on the work they’ve done this year and what they would like to continue doing in the academic school year. Update included how to move forward in a centralized way while acknowledging the work that has been done in the past and that is occurring now. How can it be integrated into course outlines, guided pathways, or certificates? Can service leadership be institutionalized in a way that includes stable funding that is inclusive of all different groups on campus? A summer retreat was proposed to finish finalizing their charge and to organize an opening day activity with tips to move forward and implanting plan and vision.

A closing activity was done to understand what worked well in C&C, what needed improvement, what should be focused on in the future, and what information should go to the governance re-design task force. [Link to activity.](#)

Equity & Education Council (E&E)

Reported by Faculty Tri-Chair, Patrick Morriss

No report.

Revenue & Resources Council (R&R)

Reported by Faculty Tri-Chair, Cara Miyasaki

June 4, 2021 Recommendations for next year R&R council / governance to consider (general, not voted upon) • figuring out a better way to onboard new members to R&R items that repeat each year so they can be aware of topics – maybe short videos that describe overviews of such things as the FMP, annual budget review, or other topics that continue from year to year • figuring out a better way for all tri-chairs to stay informed and connected to each other's work, especially where there is clear overlap.

Joint AC/R&R

Reported by Faculty Tri-Chair of AC, Kathryn Maurer

No meetings since the March report.

Facilities Master Plan (Measure G) Study Group

Chaired by Bret Watson

Reported by Faculty Rep, Sam Connell

No report

Guided Pathways

Reported by Lead Facilitator, Isaac Escoto

Onboarding

- Onboarding team is working with the Geospatial Tech Club, as student club members are working on a GIS app (campus map), that'll help students connect and locate buildings on campus. The goal is to collaborate with students for a better connection with the campus community
- Held the Onboarding Retreat on June 3rd. 78 folks were in attendance. Introduced and discussed onboarding efforts, challenges, and goals, with the outcome of identifying 21'-21' actionable gals by departments/programs in attendance.
- Efforts continue on AB 705 videos, meant to clarify placements for students. Working with ESLL, English, and Math faculty to generate course videos (efforts will continue over the summer). The goal is to share videos with ISP and Assessment in the summer/fall. Discussions re: webpage and cohesive design of the videos will happen in the fall.

Program Mapping

- 24 associate degrees have been approved, along with, 27 associate degrees for transfer, 26 certificates, and 9 pathways.
- All department approved maps receive a final check to make sure unit counts are accurate and course requirements are complete.
- Updating maps as necessary, if there are curricular changes for the 21'-22' year.
- Deans review maps in order to be informed of student need, course sequence needs, etc.
- Student survey regarding program maps sent out and responses are being put together for a summary. Survey purpose was to inform how best to make program maps student facing.
- Future considerations: finish maps, incorporate new curriculum approval process, review design principles.

Data and Tech

- It's been a challenge meeting team charge, without a current technology master plan to guide tech/resource prioritization discussions. Understood that an updated tech master plan would be connected to and informed by an updated ed master plan. In the meantime, will work with E&E to help provide guidance and inform tech/resource prioritization discussions.

Communication

- Continued discussions on logistics/process we/the college would follow re: a website redesign. Proposed a GP Communication Team Website Redesign Advisory Committee, which would include representation from the college marketing team, GP leadership team, administration, students, academic senate, classified senate, and institutional research. The function of this committee would be to: create an RFP, review RFP bids from vendors, review data collected on user experience, and give input on redesign elements to vendor.

Shared Governance Task Force – *new!*

Reported by Kathryn Maurer

The [charge of the task force](#) was approved by the Advisory Council on 5/28, and had its first of the Steering Committee on 6/14 and the first meeting of the full task force on 6/17. The second meeting of the task force was held on 6/24, with the third planned for 7/1. The first meetings have been dedicated to creating a shared vision of the goals of the task force (what do we want to have achieved when we're finished with our work), and agreements about how we will complete our work (e.g. decision-making protocols). We have also started to look at how to address major structural issues with governance while also ensuring a smooth transition to the new academic year and not a major disruption to the governance system. Work will continue throughout the summer.

PDL (Professional Development Leave) Committee

Reported by Brian Tapia

No report

Conference Fund Committee

Reported by Carolyn Holcroft

No report

District Committees

[DDEAC/HRAC \(District Diversity and Equity Advisory Committee + HR Advisory Committee\)](#)

Chaired by Pat Hyland

Reported by Faculty Rep to DDEAC, David Marasco

No new report.

[ETAC \(Education Technology Advisory Committee\)](#)

Chaired by Joe Moreau

Reported by Faculty Rep Allison Meezan

Notes from the June 9 meeting

1) Minutes approved from prior meeting

- 2) State budget updates: One time moneys and ongoing dollars will be available to FHDA Tech. Alma library software system from ExLibras (spelling?) will continue to be funded by the state so we will be able to redirect money in our local budget. Also, around \$10.6 million as an ongoing line item through CVC/OEI will be available to fund online resources including Labster, Ally (spelling?) and 'other' online resources.
- 3) Employee RTC survey was sent out 6/8. Already over 500 responses. Survey closes Monday at noon. This will help to inform a district wide remote work policy. The goal is to bring the policy to the board in November for implementation in January 2022.
- 4) District technology plan updates have been sent out for feedback from constituent groups. DeAnza has also drafted a tech plan update. Foothill is still working on theirs, with an ETA in Fall quarter. It was noted that Foothill does not have a clearly designated group to create their technology master plan. Joe Moreau indicated that it may be the Guided Pathways Technology group, but members of that group have pushed back that they are not prepared to draft a college technology plan and requested guidance and clarity from administration about who is drafting this report.
- 5) District-wide printer updates will be completed by July. When staff return to campus they will need to contact ETS to get device drivers installed on their computers. Maintenance and supplies will be folded into the lease of the printers. Departments will pay by page printed.
- 6) College wifi: ETS is identifying regions of both campuses that do not have wifi coverage. They will then work with a vendor to install wifi in the dead zones.
- 7) Self service Banner 9 will be rolled out in the next year. Information on the roll out will be shared with ETAC in the fall. The Foundation will be the first group to convert.
- 8) ETS is finishing up the Fraudulent Enrollment Identification project. This will roll out July 15, ahead of Fall registration.
- 9) Outlook Email will soon roll out a 'phishing report button' by mid-July to report potential phishing attempts. This will send the email to a 3rd party that will analyze the validity of the email and if it is determined to be a scam it will filter the email from any other recipients in the district.
- 10) We were reminded of the dangers of phishing emails. In the words of Mad-Eye Moody: Constant vigilance! (that was my commentary) Joe reports that 88% of email traffic that comes to FHDA servers is illegitimate/phishing/scam. This is mostly filtered, but sometimes bad things get through.

APM (Academic & Professional Matters)

Chaired by Isaac Escoto (District Academic Senate President)

Reported by Kathryn Maurer

APM met on 6/9 for the last meeting of the year. We approved the FHDA Cooperative Work Experience Plan and AP 4222. Most of the meeting was dedicated to discussing the District Hiring Procedures for full-time faculty (AP 4222). Revisions to this AP have been years in the making but when the new version made it to CAC, there were groups that felt it had not gone through the appropriate channels for stakeholder input, a big group being the instructional deans who are often the hiring managers of these committees. After additional discussion it was decided that the procedures need to go back through the input process (back to senates, admin at the colleges, etc.) and then come back to APM. Senates have committed to moving these as quickly as possible in the fall.

CAC (Chancellor's Advisory Council)

Chaired by Judy Miner

Reported by Kathryn Maurer

CAC met on 6/18 and approved a number of different AP's (AP 4222 Remedial Coursework and AP 7330 Communicable Disease). Also had first read of BP/AP 3507 on the COVID-19 Vaccination Requirement and answered questions, talked about next steps. We will have one week to do a second read with an opportunity for comments/revisions prior to sending these to the Board for the July meeting. We also heard an update on how colleges are responding to Board priorities on equity, and also an update on the Affordable Housing Task Force. Thanked all the outgoing members. CAC will not meet again until fall.

DBAC (District Budget Advisory Committee)

Chaired by Susan Cheu

Reported by Kathryn Maurer

DBAC met on 6/15 and we heard detailed analysis on the state of the district enrollment and revenue which will essentially put us in basic aid (community funded) for next year. It was acknowledged that there are a lot of unknowns about this, and acknowledgement that discussions should start at the colleges for how budgets may be affected, and how the colleges may want to plan for this.

Police Chief Advisory Committee

Reported by David Marasco

This committee met on June 17. This is a recasting in a more formal shared-governance framework of a previous group. This was done at the direction of the Board. We are working on formulating a mission statement, and have established that our meetings next year will be from 4-5:30 on the third Thursday of each month. A set of topics for future discussion were proposed, and will be posted to the FHDA Police website. If you have concerns around campus policing, I will bring them to the group.

EESAC (Energy & Emissions Strategic Advisory Committee)

Reported by Robert Cormia

No report

District Affordable Housing Task Force – *new!*

The task force met on Thursday the 10th of June. Task force members got a chance to meet each other and go over the [scope of the task force](#). A presentation on the status of affordable housing in CCCs and the district was provided. The task force began to establish committee norms and decision making. Meetings will be held over the summer. The next meeting is scheduled for early July.

Consultation Task Force (revived in May 2021 with exclusive focus on Return to Campus)

Reported by Kathryn Maurer

The CTF met on 6/7 to discuss the first draft of the BP and AP for COVID vaccinations (see notes for CAC).

FA/Senate J1/J2 Evaluations Workgroup – new!

Reported by AS Rep Ben Stefonik

The **FA/Senate J1/J2 Evaluations Workgroup** has held three meetings to discuss equity issues in the J1/J2 evaluation process.

1. **Purpose:** Faculty evaluation tools and processes are outlined in the *FA-FHDA Agreement* in Articles 6, 6A, 7, and Appendices J1 and J2. The FA Executive Council has recently formed an Equity Task Force, with one goal being to review the various aspects of faculty evaluations through an equity lens.
2. **Charge:** Review and make recommendations to the Faculty Association Executive Council and Academic Senates for revisions to Faculty Evaluations Tools and Processes

The subcommittee has identified several prongs that could be address through this work:

1. **Evaluation Tools.** The committee plans to review the evaluation tools (J1 & J2) through an equity lens to identify any potential bias that may be produced by these tools, or identify ways in which the tools can be implemented to reduce possible bias. In addition, there was discussion about including equity-minded pedagogical items on the J1 and J2 instruments.
2. **Evaluation Proces.** The committee plans to review the evaluation process to identify areas in which the tenure review process and administrative evaluations of PT instructors can be more equitable.
3. **Purpose of Evaluations.** The committee may explore how equity can factor into the reasons for the evaluations: employment vs encouraging improvement. Are there way of conductive evaluations/reviews that are not tied to employment?

The committee has identified several possible problems.

1. J2 evaluations may include student bias. For example, students may be biased against female instructors in STEM fields. Bias that emerges in J2 evaluations can affect the trajectory of a tenure candidate's tenure process. A discussion was held on how to develop a J2 instrument that minimizes bias.
2. Cultural taxation. Faculty of color are asked at a disproportionately higher rate to participate in equity efforts. What are ways we can minimize cultural taxation?
3. Lack of bias training for the Tenure Review Committee (TRC) training. Is it possible to introduce bias-reduction training into tenure review committee training?

Work will continue during the 21-22 academic year.

ASCCC Committees

ASCCC Open Educational Resources Initiative (OERI)

No new report