

Foothill Academic Senate Committee Reports

Prepared for the week of March 19-April 9, 2018

COLLEGE CURRICULUM COMMITTEE

Reported by Academic Senate Vice President/Curriculum Co-Chair Rachelle Campbell

Met on Tuesday, March 6th.

- New Course Proposal was introduced for MUS 83A – Music & Medicine. This course used to exist and was changed to MTEC 84A. The proposal is to revive the MUS 83A course and cross-listing for MTEC 84A.
- Notification of Proposed Requisites:
 - a. Prereq language for multiple English courses is being updated:
 - i. Prereq: Eligibility for college-level composition (ENGL 1A or 1AH), as determined by college assessment or other appropriate method.
 - b. COMM 2 is being added as a prereq for Radiologic Technology
- Approved ADTs/Certificates:
The Social Justice Studies ADT and ESL for Food Service Workers Noncredit Certificate Approved by the Chancellors Office.
- Update on New Curriculum System
Request for Proposal (RFP) should be posted in the next few days for the new curriculum system. The RFP language was shared at a prior meeting. Includes new curriculum system plus catalog piece. Deadline for vendors in mid-April. Goal is to select system sometime during spring quarter. An evaluation team needs to be selected. If you are interested in participating in the evaluation process, please contact Rachelle Campbell and Andrew LaManque.
- Governance Redesign:
Andrew LaManque presented an update regarding the governance redesign. Recommended redesign is modeled after Foothill's Educational Master Plan (EMP). Consists of an overall committee (like PaRC), with three subcommittees: Equity/Education, Community/Institutional Effectiveness, Resources/Sustainability. PaRC will review feedback this week; Council meeting next week to collect and discuss feedback. From there, will pause for further review, and come back out to the college in May. Goal for governance process to be focused on strategic aspect of planning and resource allocation, but focused on EMP. Would track activities laid out in EMP to help ensure we are meeting those goals. More information available on the PaRC website.

Feedback from the recent Townhall was shared: Generally, people seem to be in favor of basing it on EMP. Has received feedback regarding the number of participants—current plan has 12 members on each committee (3 each from faculty, staff, students, administration), plus a recorder and a facilitator; has heard concern that this might decrease engagement. Has heard concern that subcommittees might be taking on too much. Noted that Academic Senate committees (e.g., CCC, COOL) not included and are not being redesigned. Remote access (e.g., Zoom) for those who cannot attend.

- GE Applications Approved for Area VII:
 - a. CRLP 73 - EFFECTIVE RESUME WRITING
 - b. CRLP 74 - SUCCESSFUL INTERVIEWING TECHNIQUES
- New program applications were introduced, Child and Adolescent Development ADT and Elementary Teacher Education ADT. The ADTs focus on getting students into childcare and teaching career paths. Noted crisis in the Bay Area regarding shortage of teachers. Some concerns were shared regarding the scheduling of specific courses needed to complete the ADTs, but a cohort model could help with this issue. The ADTs will be discussed for a second read at the next CCC.
- Guided Pathways: Andrew LaManque shared an update on the work being done at Foothill related to the Guided Pathways framework for us to take a transformative look at how we serve our students. A committee has been drafting the plan Foothill must submit to the state, which currently includes a focus on reviewing select ADTs, as well

as big-picture discussions. The committee is looking for more members—if you are interested in participating, or just learning more about the project, please contact Andrew.

Reminders:

Title V Updates: The list of Title V Updates was sent to all of the curriculum Reps yesterday, March 13th. Please check in with your rep to verify if your courses need updating.

Upcoming event:

ASCCC is hosting the 2018 Career and Noncredit Education Institute May 3rd – 5th in Costa Mesa.

Next Meeting is Tuesday, March 20th, 2pm in the President's Conference Room

COMMITTEE ON ONLINE LEARNING (COOL)

Reported by Hilary Gomes

On the March 9th COOL meeting members only discussed the first agenda topic.

- Discussion about a possible COOL recommendation for [divisions to review and update their standards](#) for online course quality annually

Committee members are still in the process of discussing this topic.

Here are future agenda topics.

Agenda Items March 30th

- Review the distance education application and ask the CCC to make recommendations to the form.

April 20th:

- College wide online course quality standards.
Kristy Lisle
- Best way to spread the word for Division quality standards- Ask the division senators or the division CCC representatives?

DDEAC (DISTRICT DIVERSITY AND EQUITY ADVISORY COMMITTEE)

HRAC (HUMAN RESOURCES ADVISORY COMMITTEE)

Reported by Carolyn Holcroft

HRAC/DDEAC met Wednesday, March 7. Mayra Cruz, David Marasco and Carolyn Holcroft walked the group through the proposed edits for the full-time faculty hiring procedure (recall that these edits had been drafted by a group of faculty from both Foothill and De Anza senates). We had excellent discussion and positive energy from our administrative and classified staff colleagues. We didn't *quite* finish, and will be meeting again in the next (hopefully) week to finish going through it, and will then send to both academic senates for formal feedback.

PROGRAM REVIEW COMMITTEE

Reported by Faculty Tri Chair Carolyn Holcroft

The Program Review Committee continues to meet weekly at minimum. We're also extending some of the meeting times to two- to four-hour blocks, and adding additional meetings on Fridays. Our goal is to complete review of all the comprehensives prior to the end of this Winter quarter.

BASIC SKILLS WORKGROUP

Reported by Faculty Tri Chair Eric Reed

Next meeting: TBA

PROFESSIONAL DEVELOPMENT COMMITTEE

Reported by Faculty Tri Chair Carolyn Holcroft

The Professional Development Committee has not met since our last senate meeting. We'll meet next on March 15 at 12:15PM in the library conference room.

WORKFORCE WORKGROUP

Reported by Phyllis Spragge.

TRANSFER WORKGROUP

Reported by Faculty Tri Chair Cleve Freeman

STUDENT EQUITY WORKGROUP

Reported by tri-chair Micaela Agyare

Held a joint meeting with the BSW and 3SP on both Tuesday, February 27th and Tuesday, March 13th.

At the February 27th meeting Chancellor Judy Miner and President Nguyen gave updates on the *Chancellor's Equity in Excellence Initiative* and the *Governance Redesign* respectively. Chancellor Miner provided different examples of projects by faculty and staff currently underway that apply validation theory in their work. As participants in the Chancellor's initiative, Laura Gamez and Lakshmi Auroprem presented on their project using validation theory to make the library more welcoming to students. President Nguyen provided background information on the *Governance Redesign* and answered questions about the process and the current proposal that is based on the Educational Master Plan.

During the March 13th meeting the 3 workgroups discussed the following topics: 1) As a member of a governance committee what would you recommend or suggest to the governance redesign committee as they continue to undertake their work? If you could share with a future governance leader your wisdom from participating in governance currently what would that be, the good, the bad, and the unexpected, and 2) What does transparency mean to you? How do you know when a decision has been made transparently? The workgroups plan to share their brainstorming with the Governance Redesign group.

Next Meeting: March 27th 1:30-3:00pm Room TBD.

PARC

(reported by Faculty tri-chair Isaac Escoto)

PaRC met on Wednesday, March 7th.

The library will be open late for finals! The Library is open until 9 on March 21, 22, 26, 27, 28, 29.

President Nguyen updated the group on the campus being down FTES further than earlier projected. This could mean additional millions needing to be cut. We'll have a more updated look at enrollment in April, as we'll get a sense of enrollment for the Spring.

At a recent annual CCC CEOs conference, there was a consensus that CEOs opposed the proposed new budget formula the Governor is proposing. This opposition position was shared with the Chancellor's Office. The CEOs have been charged with coming up with an alternative budget formula. Will have a sense of what this proposed formula would be by the end of April. The goal is to have a proposed model to share prior to the budget May revise. Regardless what funding model passes, CCCs will be "held harmless" for next year, after which the new funding formula will go into effect.

Mention that 509 is still our productivity goal, though it is not an expectation that all classes will reach this number.

Elaine Kuo presented the Ed Master Plan as a refresher for group members. The plan can be found [here](#).

PaRC members were asked for feedback re: governance redesign work so far. Some comments: (though not exhaustive list of feedback)

- Concern of rubber stamping on committees

- Concern that three committees are too little to handle all that needs to be discussed.

- Idea of study groups/task-force groups to help divvy work/charge of the three committees.

- Neat break down of representation (3 faculty, 3 students, 3 classified staff, 3 admins).

- Will it be a challenge to get that many students to serve consistently?

- With less committees, how will new faculty have a chance to participate in governance?

- If these committees are to have big picture discussions, where to operational discussions happen?

- Resource decisions should rely heavily on people working most closely with the discussed work.

- Operational vs Advisory

- Need job description. What's expected of each committee.

- Need walkthroughs to understand how the new structure would operate (take topic from beginning to end)

PaRC met on March 21st

Discussion about faculty prioritization process. [Rationale](#) was shared as to the decision to choose Respiratory Therapy and Political Science as the two. Explanation that the deans got together with the Vice President of Instruction, and discussed needs of the college. Point made that some were hoping for more information to be shared re: what all positions were considered, why they were not chosen; a more detailed picture of the prioritization process. For following years, it'd be helpful to share more information as to how faculty prioritization happens, and what information/positions are considered.

Review of QFE (Quality Focused Essay) topics. New governance structure. Educational pathways. Discussion about how we're addressing each. The college is engaging in ongoing discussion/efforts to propose a new governance

structure, with hopes of enacting the new structure next year. We had a shared governance town-hall, have another town-hall planned, the leaders of the Leadership Council on Governance Redesign have been updating their constituents, as well as presentations on work progress at PaRC.

[Presentation/update](#) on Guided Pathways efforts. Focus on sharing goals for the current work plan (Develop clear program pathways for associate degrees for transfer, identify appropriate benchmarks and metrics, provide professional development to cross-disciplinary teams from activity #1 on course, program, and institutional learning outcomes assessment. Guided Pathways work plan goals were approved by the body.

Discussion regarding the difference between operational and strategic level discussions related to Guided pathways.

Operational examples: shift focus from courses to programs, meta majors, define program schedules, etc.

Strategic examples: How are ILOs engrained into GP framework? Using GP framework to help design dual enrollment pathways/programs. AB 705 implications in GP planning/discussions.

Next PaRC meeting will be held on April 18th, from 1:30-3pm in the President's Conference Room.

OPERATIONS AND PLANNING COMMITTEE

Reported by liaison Debbie Lee

OPC last met on Monday, 3/5/18.

We had a quick update on the budget reduction -- no decisions were made at OPC, just discussed the timeline. The timeline is the same one that Thuy presented at PaRC.

We discussed what it means to be a Basic Aid district -- funds come from property tax, no subsidization from state. We don't know what the cutoff is in terms of FTEs where it would be more advantageous to be basic aid. That hasn't been calculated. But, in general, local property taxes are going up and enrollment in the district is going down.

At the next meeting (Monday, 3/19), we hope to start ranking resource requests.

DISTRICT-LEVEL COMMITTEES

DISTRICT BUDGET ADVISORY COMMITTEE

Reported by Lisa Drake

Started by reviewing an email and a letter from the CEO Funding Formula Workgroup to the Legislature regarding the funding formula. There was agreement that the process was moving too quickly, the initial framework and simulations weren't workable given the "wide swings in outcomes for colleges and districts", that a two year transition funding period with a multi-year phase in would improve the formula based on data and until there are simulations all discussions are theoretical.

Reviewed the 2016-17 Fiscal Self-Assessment.

Then discussed the 2nd quarter report. Trying to keep productivity for Spring Quarter at 509 level to minimize overages to the part-time faculty account. The news remains grim given the enrollment situation.

DISTRICT ACADEMIC SENATE

Reported by Academic Senate President Isaac Escoto

DAS met on Feb 28th.

Continued discussion about Guided Pathways efforts at each college. We want to make sure we're on the same page about what each campus is doing, so as to best support each other's efforts, share best practices, etc.

Both senates will discuss AP 5011 and 5012.

Discussion about partnerships our colleges/district has with industry. Do we have MOUs for this partnerships? Example shared that a business requested that De Anza would teach a sequence of three courses taught for their employees. This was just an example, as we weren't sure if the mentioned agreement happened. Regardless, it'd be good to clarify what procedure we follow, and if MOUs are written should these opportunities arise. Senate needs to have knowledge of these agreements.

Reviewed the proposal for district business practices committee. Shared that FH senate were supportive of finding ways to make it easier for our students to more easily take courses at both campuses.

The next DAS meeting will be on April 17th.

ACADEMIC AND PROFESSIONAL MATTERS COMMITTEE

Reported by Academic Senate President Isaac Escoto

APM met on March 16th, at 1:30pm in the Altos Room.

Question about AP 5012 language. The AP says "district" in regards to dual enrollment agreements. What about differences between agreements within the different colleges in our district? Clarification that MOUs written with the high schools are specific to one college.

Kristy Lisle reported about how having courses on the OEI exchange can be helpful for enrollment. Students at other campuses can take the courses their campus doesn't offer (but we do, on OEI), and we get the apportionment for that course.

Discussion about looking to APM to help orchestrate instances where program development could affect both college. Chancellor Miner recommended that both senates look at each other's program creation/elimination process, so that we might be informed as to each other's process.

Discussion about the district opening day schedule. Some folks have mentioned there hasn't been enough time for workshops. Some deans have said in the past that they didn't have enough time for division meetings. Mention that not every department meets that Thursday afternoon. Question: is there a better way we can use the time during the Thursday afternoon? Further discussion to follow.

The next APM meeting will be held on April 27th, from 1:30-2:30 in the Altos Room.

CHANCELLOR'S ADVISORY COUNCIL

Reported by FH Academic Senate President Isaac Escoto

CAC met on March 16th, at 2:30 in the Toyon Room.

AP 5011 was approved. AP 5012 will need further discussion.

Discussion regarding district business processes committee. The group will always check back in with CAC regarding ideas that come up in discussion. Whom attends committee meetings can be based on the topics for that specific agenda, though meetings will be open. The group will partly work in an online capacity.

Presentation by the Energy and Emissions Strategy Advisory Committee. Update on energy usage at our district.

Discussion regarding parcel tax vs bond measure. Our district has facilities maintenance needs that need attention. Current refresh of computers that comes from Measure C dollars almost out. Concern that when our district went for a Parcel Tax, and didn't get it, we had high enrollment. If we didn't get it then, how might it look to the public/community if we go for a parcel tax when our enrollment is low? The concern is about perception. If

we're losing students, why do we want money to keep the same amount of faculty? Kevin McElroy offered to go to FA/Senates to speak to any questions/concerns faculty have about this discussion.

ETAC is going through the current district technology plan; assessing accomplishments of goals laid out in the plan.

The next CAC meeting will be held on April 27th, from 2:30-4 in the Toyon Room.