
**FACULTY SENATE COUNCIL MEETING
AUGUST 14, 2012
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Milagros Ojermark (Applied and Fine Arts), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Cheryl Martucci (Math/CompSci), Buzz Holt (Social Sciences), Keri DuLaney-Gregor (English), Marva DeLoach (Library), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health Sciences), Maria Dorado (Counseling), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Renee Sporer (SRC), Doug Dildine (Part-time Faculty Representative) Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: None

GUESTS: John Hanecak, Susan Lamb, Carol Sebilja

The meeting was called to order at 9:00 a.m.

1. APPROVAL OF THE AGENDA OF AUGUST 14, 2012, AND THE MINUTES OF MAY 8, 2012.

It was MSC to approve the agenda of August 14, 2012. All in favor. Approved.

It was MSC to approve the minutes of May 8, 2011 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Holt commented scheduling the semester to start on a Friday was not a good decision.

4. ANNOUNCEMENTS

Lema told Council the Mandatory Flex day agenda for Thursday has been opened to the college at large. She said both she and Ann Patton, Classified Senate President will speak, as well as Peter Garcia and Helen Benjamin. Then it will move on to the faculty convocation. Susan Lamb will introduce new faculty and the new Vice President of Student Services.

Lema said she was informed that five days before classes begin, we have raised our productivity rate and it is the highest among the three district colleges at that time.

Lema announced the new learning management system, "Desire to Learn" will be able to integrate SLO assessments. It will go into effect in one year

Lema listed for Council the ASCCC Institutes to be presented this year. The 2012 Fall Plenary Session in November; the Accreditation Institute in February; the Vocational Education Leadership Institute in March; the 2013 Spring Plenary Session in April; the Faculty Leadership Institute in June, and the Curriculum Institute in July. She said she would like to send at least one faculty member to each of them. If anyone is interested in attending, they should contact her.

5. APPOINTMENTS

Spring End of Semester

Grade Appeal

Becky Opsata

Student Disciplinary Appeal

Ed Trujillo

Vice-President of Student Services Hiring Committee

Paper Screening

Raine Dougan (EOPS Counseling)

Dennis Franco (General Counseling)

Interview Screening

Maria Dorado (Puente Counseling)

Nancy Deason (DSS)

Patrick Leong

Alternate (if needed)

Mark Isham (International Students Counseling)

Summer

Hiring Committee for Sr. Dean District wide Educational Services

Paper Screening

Ted Wieden

Interview Screening

Laurie Lema

Academic Senate California Community Colleges

Business discipline as Course Outline of Record Evaluators (COREs) for the Course Identification (C-ID) System

Alan Lacayo

Fall 2012

Scheduling Committee

Steve Ward - Physical Education, Athletics and Dance Division

Integration Council

Steve Ward - Physical Education, Athletics and Dance Division

Financial Aid Supervisor Hiring

Paper Screening

Dennis Franco

Screening Interview

Paula Stanfield

Lema informed Council Sr. Dean District-wide Educational Services position was not filled.

It was MSC to approve the appointments listed above. All in favor. Approved.

6. FACULTY SENATE COUNCIL ORIENTATION

Each Council member introduced themselves and shared something they did over the summer.

Freytag reviewed the following meeting protocol with Council.

-be on time

-be prepared for agenda items

-follow the basic Roberts Rules - raise your hand, wait to be called on, minimize side conversations

-points only need to be made once

Freytag explained public comment is an opportunity for non-council members present to briefly comment on an agenda item or a recommendation for a future agenda item. There is no discussion. He said the Council Comment is an opportunity for Council members to make a comment on things not on the current agenda and there is no

discussion. Freytag said announcements are for sharing information on upcoming events and activities. Again, there is not discussion.

Freytag then reminded Council the VP of Instructional Services time on the agenda is their opportunity to bring issues to the Council. It is not the time for Council to bring up other items not on the agenda.

Freytag said Council must keep civility in the meetings, especially when guests are presenting. Council members should acknowledge the strengths, listen to whole presentation before questions or discussion, agree to disagree, and be aware of others communication styles. Lema added that Council should be respectful, stay on the issues and not make criticisms or judgements personal.

McBrien told Council their responsibility as representatives is not to advocate or vote for themselves but for the division they represent. She also said they need to keep in mind the communication with their division goes both ways but the burden is on the representative to keep the lines open. Freytag added that he understands it is tempting to spend the entire meeting taking notes and working with their computers, but they need to listen rather than just record. He reminded Council there are thorough minutes of the meetings. Lema told Council members they need to consistently be on the agendas for their division meetings.

7. REVIEW OF LAST YEAR

This item was discussed later in the meeting under item 15.

8. MERGING DEPARTMENTS

Lema explained the Architecture/Engineering/Construction Department and the Electronics/ Electricity/CompServ Tech/Energy Systems Department are recommending they merge into one department and are asking for the Senate's approval. Daniel Abbot said although they have not finalized it the new department name will probably be the Engineering Sciences and Building Sciences Department.

Keating moved to approve the recommended department merger. Motion was seconded. All in favor. Approved.

9. SLO COMMITTEE NAME CHANGE

Lema reviewed a recommendation from the Faculty Senate SLO Committee to change the committee name to the SLO Assessment Committee.

It was MSC to approve the recommended name change for the SLO Committee. All in favor. Approved.

Lema informed Council the former research office will be the new SLO office.

10. EQUIVALENCY

Lema reviewed for Council the disciplines list is broken into ones that require a masters to teach and ones that don't require a masters. She explained some degrees may have a different title than what is on the list but are actually the same degree in terms of the courses taken to complete the degree. She said last year, our architecture department wanted to hire an instructor that had the degree required but not the work experience required. A question arose as to why a masters degree is not equal to work experience if a masters is not required. Lema said she contacted the ASCCC and their position is that the discipline list is determined by instructors within that discipline. She said the ASCCC recommended our architecture department follow the list and encourage architecture to work through the statewide discipline association to make the change.

Abbott commented they used to hire with a masters and no work experience then the issue came out when there was a change in the interpretation of the requirements in the college HR office. Abbott is asking for an ok from the Senate to do as they have been doing.

Lema said she encourages the architecture department to work with their state group to change the requirements. She added that we should not keep making exceptions that don't have statewide support.

Holt moved to approve the motion to support adherence to the ASCCC Minimum Qualifications Handbook for 2012-14. It was seconded

Lema said it's a matter of the senate's principles. She gave the example of a dental hygienist who has the required education but no work experience. That is a position that should require work experience.

Gerken said some in architecture teach how to build and should have work experience. But, some may teach the history of building, and that does not necessarily need work experience.

Martucci clarified that it is not just letting the change happen for these particular courses but for all architecture courses.

Abbott is concerned it could be a liability issue if someone is denied a position because they have no work experience when Title 5 states they need a masters but not work experience.

Lema said this issue will come back for further discussion before a vote. She said this is not an attack on the discipline, but about how we make these decisions.

11. FACULTY SENATE BYLAWS

This item was postponed due to time constraints. It will be on a future agenda.

12. FACULTY HIRING PROCESS

Lema explained to Council we have training on the faculty hiring process but often things come up during the actual process that need to be addressed. She said she received a suggestion to have representatives from the hiring committees take part in a debriefing at the end of the process.

McBrien said the group should include not just recent members of hiring committees but past ones also.

Lema said they would have to be cautious of legal issues when they are discussing a hiring process that has taken place.

DeLoach said it would be important to incorporate any findings for changes or improvement in the hiring training. Trainers should be included in the evaluation group.

Freitag wondered if the hiring process evaluation group should include faculty who have been on hiring committees for administrators. Lema said she does not hear about issues with the hiring process for administrators.

Machalinski suggested divisions that will be hiring in the near future be part of the group.

Lema said she will discuss this with President Garcia and get his feedback on the confidentiality issues.

13. PROGRAM REVIEW/RESOURCE ALLOCATION PROCESS WORKGROUP

Lema explained the College Council pulled together a task force to look at strengths and weaknesses in the Program Review/Resource Allocation Process. She said the group included herself, Rachel Westlake, Ann Patton, Ray Goralka, Kim Schenk, Beth McBrien, John Hanecak, Emily Stone, and Despina Prapavessi.

Lema reviewed with Council the list the 11-12 PR/RAP task force brainstormed of strengths and some of their recommendations.

Gerken asked if these are things that are already being done somewhere else. McBrien responded that the IC is having a retreat to talk about some of the issues in the process but these recommendations are more about the interconnectedness of the work and the bodies doing the various parts of the process.

Machalinski said this evaluation should look at all committees and how they work together, not just the Program Review Process. DeLoach added that there is a need to look at sustainability of the process. Patton responded that the College Council is having a retreat to talk about committees and hopefully will be having conversations about the whole committee structure.

Lema pointed out that Program Review/RAP is only guiding at one-time money yet the scheduling committee decisions guide more of the budget than the program review process. Program Review process should get to a point where it is guiding at the whole budget.

Holt commented that the emphasis on PR is important for evolving disciplines but in a static discipline such as history, he teaches the same thing every semester.

Churchill commented that he felt the PR work last year was essentially done twice because of some confusion and oversight like when we went back and did the technology piece. He felt it wasted a lot of time.

McBrien said she somewhat agrees but we have been told PR is the way we are going to go, so we are trying to find a way to make this mechanism work and we need to help make it better.

Machalinski said to help keep the process moving, little discussions need to stay little and keep the big discussions with the big groups. Lema gave the example that IC was trying to prioritize individual computer upgrades.

Lema said there seems to be a consensus among the FS Council that there should be a task force if it has a broad enough perspective.

Lema shared with Council a proposed composition and purpose for a task force on continuous improvement in Program Review. She asked Council to get feedback and think about who should have oversight of the Program Review Process. She suggested we go back and look at the procedures we wrote for the process.

14. STUDENT SUCCESS TASK FORCE PROPOSAL

Lema said anything we do for student success should be a college wide conversation. The Counseling Department and the Matriculation Committee together have recommended the formation of a task force this fall to address state recommendations for Student Success and develop an all college day to work on how we will address the recommendations.

Dorado explained Counseling has discussed how they provide their services, but they wanted to connect with all faculty through the Senate. She added that there are conversations about eliminating the Matriculation Committee so these things will need to be addressed somewhere else.

Machalinski commented that some of the Student Success Act recommendations are the nuts and bolts of what we need to do, and others are how the whole college addresses the recommendations.

Lema asked Dorado to be the conduit between Counseling, Matriculation and the Senate as we approach this. Lema asked Dorado to bring back issues that a broader group would address about the Student Success recommendations.

15. 2012-13 SENATE GOALS

Council brainstormed the following Senate goals for the 2012-2013 academic year:

- Rationalize the major committee structure
- PR/RAP improvements
- Form a Student Success Task Force
- Develop an Academic Integrity Statement for students
- Expand the view of the budget in the Program Review Process
- Address the issue of assigning unearned grades. This would also address some issues with International Students and consistent standards for grading
- Student Discipline and faculty role in the process
- Improve and increase Full-time faculty hiring
- Improve IT Support

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

