
**FACULTY SENATE COUNCIL MEETING
SEPTEMBER 25, 2012
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Katrina Keating (Representative-at-Large), John Freytag (Corresponding Secretary), Milagros Ojermark (Applied and Fine Arts), Cheryl Martucci (Math/CompSci), Buzz Holt (Social Sciences), Keri DuLaney-Greger (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, Lupe Dannels, Ellen Kruse, Lindsay Lang

The meeting was called to order at 2:00 p.m.

1. APPROVAL OF THE AGENDA OF SEPTEMBER 25, 2012, AND THE MINUTES OF SEPTEMBER 18, 2012.

It was MSC to approve the agenda of September 25, 2012. All in favor. Approved.

It was MSC to approve the minutes of September 18, 2011. All in favor. Approved.

2. PUBLIC COMMENT

Lupe Dannels told Council the college is in the last year of a five-year plan for the basic skills initiatives. In the last year, and moving forward they are focusing on research, integration of student services and instruction, the achievement gap, and professional development. She said the college is working on a strategic plan with the idea there will be other college plans that will fold into the strategic plan. In light of this, the Basic Skills Committee has been looking at their committee makeup and charge, and will be inviting comment on how the college could address basic skills as we move forward. The Basic Skills Committee will bring recommendations to the College Council.

Ellen Kruse told Council the timing is a challenge because we are waiting for the Strategic Plan but there is a Basic Skills report due to the State Chancellor's Office soon. Because the college is in transition organizationally, the Basic Skills Committee is looking at broad goals until they get more specific direction.

Lema thanked Dannels and Kruse for their work in Basic Skills and said they will return to a future Council meetings for feedback and updates.

3. COUNCIL COMMENT

Freytag said there was a student that came into the LHS center and tried to print after attempting to print in two other places on campus. He said technology issues are impacting instruction and there needs to be a discussion about the impacts. Lema said she will begin addressing this issue in her report later on the agenda.

4. ANNOUNCEMENTS

Lema announced the Fall Plenary Session is scheduled on November 8-10 in Irvine. She encouraged Council to check out the information on the ASCCC website and contact her within the next two weeks if anyone is interested in attending.

5. APPOINTMENTS

Accreditation Technical Writer Hiring Committee

Ted Wieden

Districtwide Study Abroad Faculty Selection Committee

Maria Giuli

Ellen Kruse

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

6. BUDGET COMMITTEE

Lema told Council the College Council talked about a number of governance committees and the budget process including phase 3. She reminded Council budget process and faculty roles in governance are Academic and Professional matters.

John Hanecak, Budget Committee Co-chair, told Council the next Budget Committee meeting they will be discussing possibly adding three more members to the committee. Those three members would be one faculty, one classified and one administrator. He said this would make constituency appointments equal to the expertise based appointments on the committee. He added that of the expertise members on the committee, up to three can be from one constituent group. He said this could result in three managers, three classified, and no faculty in the expertise roles but the Faculty Senate President would have to come to agreement with the College President and the Classified Senate President for that to happen.

Lema said College Council discussed the selection process for expertise members on committees. She clarified that the appointment of faculty or classified on committees are made by their respective senates. She explained representatives in program review expertise positions, are not representing a program review. Their reporting relationship is to their constituency but they bring a perspective with expertise to the committee.

Machalinski asked for an example of who would be an expert. She said all faculty would be experts in instructional program review. Lema said that is part of the challenge when making these selections is knowing who has what expertise.

Lema also explained that since budget process is an academic and professional matter, consultation is part of the process.

She said it was clarified to College Council that the budget process is an A&P matter. She explained the Budget Committee is currently reviewing the budget process procedure and will be bringing it to College Council. The procedure will come to College Council for input and will be finalized through the collegial consultation process between the Faculty Senate (Faculty Senate President) and administration (the College president).

Lema said faculty representatives on all governance committees need to understand which types of policies and procedures are Academic and Professional matters in order to remind committees of this important distinction.

Lema asked Council to consider changes or additions to the budget process procedure. She reminded Council last year Senate formed a faculty group to discuss the budget process and to recommend changes to the process.

Machalinski said Phase 3 of the budget process is where we decide that we will be looking at the whole budget. She asked if we will have enough information to have meaningful discussions. Lema responded there is a recommendation to suspend phase 3 until the strategic plan is completed.

Hanecak said the reallocation of operational funds is part of phase 3 but the Budget Committee has not completed that phase. They believe the strategic plan is needed to guide that discussion.

Lema asked who decides the "bucket" amounts for allocation. Hanecak said the Integration Council makes those recommendations but those will probably be larger than the available funds the Budget Committee has confirmed. But the Committee can make recommendations on allocation of reserves since they do not come through program review.

Hanecak clarified the Budget Committee makes no recommendations about staffing, technology, and facilities. He explained there is a formula for faculty hiring and productivity is part of that. He said the Budget Committee will look at that number.

Machalinski moved to form a faculty task force to look at a budget process and the Budget Committee membership and charge. Motion was seconded.

Lema commented the process should be decided before the membership. She said if we go to zero based fundng where the complete budget is open to reallocation, then faculty expertise is important. If we continue the status quo of only looking at a the one-time monies, she is not as concerned about membership.

Freytag asked if we should wait to see what changes are made to the process before changing the Budget Committee charge and membership.

Holt commented our freedom to act on the total budget is very constrained because most guidelines come from the state so we are limited in what we can do. He said we are worried about something we don't have much control over.

Hanecak said the Budget Committee will be meeting on October 12th and will discuss the membership but may not make a decision at that meeting.

Lema said we need a task force but she is not sure when we should make a recommendation on Budget Committee membership. She said Council could vote to table the motion on the floor about expanding the Budget Committee, and then make a motion to form a task force.

It was moved and seconded to table the motion on expanding the Budget Committee membership.

It was MSC to make the motion to table the Budget Committee membership motion an emergency item. All in favor. Approved.

The question was called to vote on the motion to table the motion on expanding the Budget Committee membership. All in favor. Approved.

It was MSC to form a faculty task force to discuss and make recommendations on a budget process. All in favor. Approved.

Freytag asked if the task force should have the same membership as it had last year. Lema said she will pull out that information and reconvene the group and make sure faculty currently on the Budget Committee, and the Faculty Senate Officers are included.

It was MSC to keep the same memberhsip of the budget process review task force as last year. All in favor. Approved.

7. REPORT FROM FACULTY SENATE PRESIDENT

Lema said C&I 4004 Course Prerequisites, Co-requisites and Advisories on Recommended Preparation, has been to consultation and the other two colleges have approved it. She said our Curriculum Committee reviewed it and made a few recommendations.

Obed Vazquez, Curriculum Committee Chair, summarized this procedure for the most part is a mirror of Title 5.

The State Academic Senate wants to make sure we have an agreement on what we can do for pre-requisites.

Vazquez reviewed the following recommendations from the Curriculum Committee.

1. 2B1: Title 5 Section 55201(f) should be Title 5 Section 55030. Section 55201 (f) has been deleted.
2. 3C. Statement should read: "Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment on a course-by-course basis using content review^[1] with or without statistical validation. To meet the requirements for adoption colleges are required to meet the following :"
3. 3E: Section is a reword from Title 5 and is not clear. We suggest that the wording from Title 5 be used instead of the re-phrase.
“(n) No exit test may be required to satisfy a prerequisite or co-requisite unless it is incorporated into the grading for the prerequisite or co-requisite course.” From Title 5 Section 55003(n).
4. 3G: Edited for clarity – “For courses requiring pre-collegiate skills in reading, written expression, or mathematics as prerequisites, regardless of the level of scrutiny (content review with statistical validation or content review alone), colleges must also:....”
5. 3G (first bullet) “Ensure that courses and sections designed to teach the required skills used as pre-requisites are available...”

Holt commented that we got into these 20 years ago because some districts were using pre-requisites to keep certain people out of class. However, some classes require written answers on assignments and tests, and it can be an issue with ESL students.

It was MSC to approve the recommended changes to C&I 4004. All in favor. Approved.

Lema updated on decisions made at College Council. She said College Council voted to eliminate the Enrollment Management Committee and the Facilities Committee. They have also made some technical changes to language in various committee charges to reflect current titles etc. College Council is also asking all committee chairs to track the membership of their committees and report that information to the Jeannie Dewhurst in the President's office. It will then be shared with the Senate presidents so they have up to date lists of the status of their representative on these committees. And College Council has been having discussions about overall procedures for clarity and may be making recommendations for changes.

Lema reported DGC has been approving a lot of policy and procedure updates, mostly business procedures that are cleaning up language such as Ed code references and titles. She shared a list of the 67 procedures that have been reviewed or will be reviewed at the September and October meetings.

Lema said she took the names Council submitted for participation in the Strategic Planning focus groups and interviews, to the Strategic Planning Task Force. She said the Task Force is reviewing names from faculty senate, classified senate and management council and will determine who to interview and who to assign to a focus group. Invitations for this phase of Strategic Planning involvement will go out very soon.

Lema told Council she discussed current technology issues with FSCC. She said they have not had as many issues, partly because their emails have not yet been migrated.

Lema said Ann Patton spoke with the Vice Chancellor Mehdizadeh about these issues because they are impacting everyone, faculty, classified, managers and students. Patton reported that the Vice Chancellor Mehdizadeh asked that information be collected on specific technology issues that are impacting the college. Lema stated that she will send out an email to all faculty asking them to identify any issues they have had concerning technology and to send those to their Council representative. Classified will be doing the same. It was suggested this information be gathered from students also.

8. SCHEDULING COMMITTEE

Lema reminded Council we still need to form a work group to look at criteria for schedule reductions. Lema shared that President Garcia said we are not discontinuing any programs this year, and next year is uncertain, so that gives us some time to look at program discontinuance procedures.

Lema said she asked Chris Leivas to come to Council to explain the rationale for why the college is not spending all its reserves and the issue of District reserves. He will be invited to an upcoming meeting for this discussion.

9. VP OF INSTRUCTION

This item was postponed due to the absence of the VPSS.

10. ACCREDITATION REPORT

Lema welcomed Ellen Kruse, the SLO Accreditation Report Technical Writer, and Lindsay Lang, the SLO Committee Co-chair. She said they will introduce the SLO Accreditation Report Draft and give a brief overview. This will come back to Council for endorsement.

Kruse emphasized this version is a draft and includes highlights where they need to fill in information such as evidence links. She said the narratives are limited to 250 words and need to be edited. But sharing the draft gives

faculty a chance for input. She told Council there is nothing controversial in the report; it is a description of what we have been doing. She believes we will make the October 15 deadline.

Lang told Council Ted Wieden did a lot of preliminary work on this over the last spring and summer on what needs to be included in the report which helped move the work along. She told Council when they are reading the report, they should be looking at it to see if the narratives answer the questions that are asked.

Kruse asked Council to be sure their areas forward any evidence they have to her that they think supports the report. Lang added a request that faculty send them information they may have on when they were trained. Lema suggested Lang or Kruse email that request to the department chairs.

11. PROGRAM REVIEW TASK FORCE

This discussion was postponed due to time constraints. Lema said the Council officers will discuss the recommendations from the Task Force and bring them to the Council next time as an action item.

12. FACULTY DEVELOPMENT

Lema reminded Council at their September 18 meeting they voted to use the formula this year that had been used historically for distribution of Professional Development funds. She reviewed that for the last few years the Chancellor has identified money for Professional Development. LMC and CCC have both committed to using their operational funds for their coordinator positions which frees the Professional Development funds allocated from the chancellor to go directly to Professional Development activities. DVC decided to not use operational funds for a coordinator but rather decided to use the funds allocated from the chancellor to fund the coordinator position, so we had no funds available for activities. This year that position was not funded and the funds are allocated to be used for professional development activities. She asked Council for recommendations for activities. She told Council, Andy Kivel, the manager over Professional Development, has been getting requests for college-wide activities. Lema asked Council if faculty should put some of their funds towards those activities or other priorities. She said the first meeting of the Faculty Development Committee is scheduled soon and Kivel will attend. Lema reminded Council this is a committee of the Faculty Senate.

Holt said if the ballot initiatives don't pass, we may have to help faculty become competent to teach other subjects. Machalinski said she has heard many faculty say they want to attend conferences. She said we should ask the Faculty Development Committee how the faculty share has been allocated in the past.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*