



**FACULTY SENATE COUNCIL MEETING
OCTOBER 22, 2013
APPROVED**

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

ABSENT: None.

GUESTS: Susan Lamb, Linda Boyd, Pam Powers, Chris Leivas, Beth Hauscarriague, Kelli Conde, Lisa Martin

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

1. APPROVAL OF THE AGENDA OF OCTOBER 22, 2013 AND THE MINUTES OF OCTOBER 8, 2013.

It was MSC to approve the revised agenda of October 22, 2013. All in favor. Approved.

It was MSC to approve the minutes of October 8, 2013. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Colber commented that parking lot 5 which is for faculty and staff is being used by a lot of students. Lema said she will contact the campus police to inform them of Senate's concern.

Colber said the class schedule needs to come out soon so faculty can promote their classes and recruit students. Lema said the class schedule deadlines are established and we are on target to meet those deadlines.

Holt commented that he was asked by a student to write a letter of recommendation and the student wanted him to sign a pre-written form letter.

Freytag said that during the last budget crisis Student Services was greatly impacted and they have not been restored. He asked if the recently revealed ongoing available funds could be considered to restore some of those positions that had been reduced.

4. ANNOUNCEMENTS

Dorado told Council a District-wide Counseling meeting is taking place to discuss a tool for educational planning that will be available to students in Spring 2014.

Colber distributed a flyer announcing an AAUP sponsored showing of the film "For Profit" in the Trophy Room on October 28 and 29.

McBrien announced there are several workshops scheduled in Staff Development for program review training and help. McBrien reminded Council Program Reviews are not only for resource requests but the IC looks for trends. She said one example that was mentioned in almost every Program Review in the last cycle was the need for IT. As

a result, the college now has a computer replacement cycle and they do not need to be requested in the Program Reviews. Lema said if hiring full-time faculty comes up consistently in Program Reviews, it will have to be addressed. McBrien said the new strategic values and goals are now included on the Program Review forms for consideration when writing program reviews.

Keating said she and other UF leaders attended a conference recently. She said she heard a lot of concerns about the ACCJC. One statement in particular from Senator Nielson stood out when he said "In all my career, in my thousands of meetings with agency individuals--representatives, secretaries, etc.--I have never dealt with a more arrogant, condescending and dismissive individual" than Barbara Beno.

Keating said also Senator Speier and Senator Beall will be conducting a hearing about the ACCJC on November 7 from 1:30-2:30. The Bay Area location is to be determined but she encouraged faculty to be there if they can. She will send out more details as she gets them. Keating said the legislative audit of ACCJC will begin in January 2014 and will take about 6 months to complete. Keating said colleges under ACCJC have had the opportunity to appeal decisions to WASC. But as of January 1, 2014, ACCJC has removed that ability from their procedures and they have been removing all references to WASC in their documents. And just after they met with Senators Beall and Neilson, they developed a shredding policy.

Lema reminded Council the second session of district strategic planning will be on November 1 from 1-4:30 at the Crown Plaza. She asked Council to be sure to fill out the survey that went out to gather feedback on what came out of the first session.

5. VOLUNTARY FUND

Lema asked Council to approve an expenditure out of the voluntary fund in excess of \$100 to contribute to a reception for Susan Lamb. **It was MSC to approve the expenditure. All in favor. Approved.**

6. APPOINTMENTS

Interim Vice President of Instruction Hiring Committee

John Freytag – Biology
Laurie Lema – Faculty Senate President
Mario Tejada – Computer Information Systems SRC

Vice President of Finance and Administration Hiring Committee

Ray Goralka – Biology (Budget Committee)
John Hanecak – Communication Studies (Budget Committee)
Katrina Keating – Math and Computer Sciences

Accreditation

Standard IA Mission

Michele Krup - Art
Tom Barber - English

Standard IIA Instructional Programs

Merv Maruyama - Counseling
Mario Tejada – Computer Information Systems SRC

Standard III D Financial Resources

Ray Goralka- Biology
Patrick Leong – English
Jason Mayfield – Geology
Beth McBrien - Drama
Lisa Orta – English

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

7. DENTAL DEPARTMENT REALIGNMENT

Lema reminded Council that although we are in the middle of revising the Realignment procedure, until we

approve the changes, we follow the existing procedure. She said there has been no opposition to a proposal from the Dental Departments.

Linda Boyd and Pam Powers, Dental Program Department Chairs, were in attendance to present their proposal to put the three dental departments, Dental Assisting, Dental Hygiene and Dental Technology under one umbrella. They explained they have had several instructors retire recently and to have all three departments under one coordinator would help to coordinate the work of the departments including SLOs and Program Reviews. They said their advisory committee supports this move. They said the departments had been organized this way in the past and it worked well.

DeLoach asked if they don't get their Box 2A request filled, do they still want the realignment. Boyd said they do. Freytag asked how one person will do the work of three coordinators. Boyd said they have some extra release time they can use.

It was MSC to approve the proposed realignment of the three dental departments into one overarching department. All in favor. Approved.

8. VICE PRESIDENT OF INSTRUCTION

Lamb told Council we have agreed to new Institutional Learning Outcomes but we also have to close out the old ones. She said in the past we have used the ACT survey but this time we will use the Student Satisfaction and Engagement Survey (CCSSE). Lamb talked with the SLO Committee about how we make this transition part of our regular SLO process. They came up with a timeline where the new ILOs would be implemented in 2014/15, two years later in an off year for Program Review (2017/18) we will make sure our ILOs are still aligned with our mission, our GELOs and our PLOs. Then two years after that (2021-22) we will do a college-wide review of our GELOs and PLOs and do an overall assessment by a joint Faculty Senate and administration task force. Lamb asked Council for feedback.

Freytag asks how we know this is the way to do it since it is so far in the future. He asked how other institutions do this. Lamb said she has visited several colleges as a member of accreditation teams. She said she observed that the colleges that are struggling most with this have ILOs that are not aligned with their GELOs. The ones that are more successful at this use a similar model as the one she proposed.

Lamb informed Council the Substantial Change Report we recently submitted is on the agenda and will be reviewed at the November ACCJC meeting.

Lamb told Council the accreditation standard co-chairs have been coming to the last couple of AAG meetings and gave status reports on their group's work. She said the first draft is due December 13 and they all say they are on track to complete the drafts. We will have the first eight weeks of the spring semester to vet the report. Freytag added that every group said we are meeting the standard. Lamb said we will have a few planning agendas but we do meet the standards. Lema added that we will have already begun working on any planning agendas by the time the team visits.

9. BUDGET

Chris Leivas explained we now have about \$3 million in ongoing funds that need to be allocated. These funds have been there for about 3 years but have not been allocated due to fiscal uncertainty and waiting for the results of proposition 30. However, he said some of that money had been allocated out for one time expenditures. They are now looking at this money as part of a two-year plan since they do not have program reviews this year. This money could go towards new programs, or hiring positions, or increasing operational funds among other things. There is also about \$400,000 in one-time funds. Leivas explained this is leftover redevelopment money and the final number has not been decided yet but it will probably increase to as much as \$700,000. We should know the final number by December or January. The Budget Committee will prioritize these funds based on program reviews, the strategic plan, and state mandates.

Gerken asked what happens if we don't make cap. Leivas said we have funds in our 4% district-wide reserve in case that happens.

Lema asked what our college reserve is. Leivas said we have a 4% reserve. The mandated reserve is 1% and the maximum allowed is 5%. Leivas said the district has a 10% reserve and they have not been willing to have the conversation about what those reserves could be used for.

Holt asked if being on stability makes the District more conservative about our reserve. Leivas said the District believes we will meet our goal to get off of stability.

Lema told Council they have some time to make recommendations and to discuss with their department chairs the four categories identified by the budget committee for funding. Lema said this will be back on the next agenda as well as the IC report the Budget Committee used. McBrien asked if the qualitative report prepared by the IC would help the Budget Committee. Leivas said it would.

Machalinski said she wants to know who will make the decision about hiring personnel out of the ongoing funds. Leivas said the Budget Committee will probably recommend how much to put in each category and full-time faculty hiring would go thru Box 2A.

Leivas said he would also like to hear if they should rollover some funds for the following year.

Freytag asked what the total budget cuts were over the last few years. Leivas said it is about \$8 million.

10. ENROLLMENT PRIORITIES

Hauscarriague told Council the one change that was made to the enrollment priority list since the last Council meeting is group 3 has been expanded to 75 units. She said they do notify students who reach 75 units that their priority will change when they reach 100 (degree applicable) units. She said her goal is to do a marketing campaign that those getting ready to transfer or graduate get a priority enrollment.

Kelli Conde, DSS Department Chair shared with Council some information about how many note-takers got early registration and in what classes they enrolled.

Machalinski said she is concerned about how we reward and punish students.

Holt asked how many note-takers we have currently. Conde said we have 65 note-takers covering 109 classes and in the past they were paid and there were more of them.

Deason said it is a legal requirement that we provide note-takers and it is a \$100,000 fine per incident if we don't. She said we need faculty to make announcements in classes to help recruit note-takers. Lema stated that we currently need more note-takers.

Keating asked if DSS saves the note-takers notes to make them available to other students taking those same classes. Lisa Martin replied that they used to but with budget cuts they no longer do. She added she does not see the student notes until there is a problem. She said they do an audit of the note-takers work about mid-semester.

Lema asked Council to look at the complete list of enrollment priorities.

Dorado provided some suggested changes on the Appeal Form to provide clarification. Hauscarriague noted the recommendations.

Gerken said his division is still concerned about the 75-99 unit bracket. He said he has anecdotal information that approximately a third of the students in his divisions classes several would fall under that group. Hauscarriague reminded Council that students with 100 units or more currently have last priority and only degree applicable units are counted.

Lema reminded Council this is an action item on this agenda and we have had a lot of discussion around note-takers but no matter what position this Council takes, enrollment priorities are a district-wide decision.

It was MSC to approve the list of enrollment priorities with the recommended changes to the form. A majority was opposed. The motion was not approved.

Lema said council's position on the registration priorities is not a reflection on Council's support for the need to have note-takers.

11. DEPARTMENT/DIVISION REALIGNMENT

Recommended revisions still need to be made to the document. It will come back to Council with the updated revisions.

12. PROGRAM REVIEW

Lema explained that when she, Lamb and McBrien started working on the Program Review Procedure there were so many major changes in the document, they began writing a completely new procedure. She said they wrote a process for all three program review areas – administration, student services, and instruction – and acknowledged that there are some small operational differences between them. She said this document will go back to consultation after Council input.

It was MSC to approve the proposed Program Review Procedure.

Council had a brief discussion about the inclusion of timelines.

Holt made a friendly amendment to his motion that it will include wording that says we will define the timeline.

13. RESOURCE ALLOCATION AND INTEGRATED PLANNING

This item was postponed due to time constraints.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*