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**FACULTY SENATE COUNCIL MEETING  
SEPTEMBER 17, 2013  
APPROVED**

**PRESENT:** Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), 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), Doug Dildine (Part-time Faculty Representative), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)  
**ABSENT:** Katrina Keating (Representative-at-Large), (Applied and Fine Arts),  
**GUESTS:** Susan Lamb, Laury Fischer, MaryAnn Irwin, Bruce Koller

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

**1. APPROVAL OF THE AGENDA OF SEPTEMBER 17, 2013 AND THE MINUTES OF SEPTEMBER 10, 2013.**

**It was MSC to approve the revised agenda of September 17, 2013. All in favor. Approved.**

**It was MSC to approve the minutes of September 10, 2013. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

None.

**4. ANNOUNCEMENTS**

None.

**5. APPOINTMENTS**

None.

**6. TUTOR TRAINING COURSE**

This item was postponed

**7. BUDGET COMMITTEE REPORT**

This item was postponed.

**8. DEPARTMENT/DIVISION REALIGNMENT**

Lema reviewed the Department/Division Realignment procedure with Council. She pointed out the section that describes how to handle it if the shareholders disagree. She asked if we create a task force, who should be on it.

Council agreed when needed it should be formed and approved by the Senate Council and the membership should be defined.

Council discussed if there is a need for a vote as outlined in the process, if it makes sense for the whole senate to vote on a proposal for realignment when it does not impact all divisions.

Lema suggested the process name be changed to include disciplines. Lema said she will bring back some process language for Council review and discussion.

Gerken asked if this is an A&P matter, why does the college president have the final say. Lema said there could be impact on staffing and other operational matters. She reminded Council we are looking at situations where there is disagreement and the deans should be weighing in also.

## **9. FACULTY SENATE COUNCIL BYLAWS**

Lema shared with Council some updates to proposed revisions that Council reviewed at the previous meeting and some new ones in Article III of the Senate Council Bylaws. The updated proposed revisions to Articles I and II include changing the name Faculty Senate to Academic Senate, changing the Agenda Committee to the Agenda Planning Group, adding the option to call meetings during Flex days, and a statement about how agenda items can be submitted for consideration. Council discussed the proposal for the Agenda Planning Group and agreed to add the wording “they shall meet regularly and openly”.

In Article II under the Faculty Senate President’s Responsibilities, it had said the FS President would either chair the Curriculum and Professional Development committees or appoint the chairs with the Councils approval. Council agreed the FS President does not need Council approval to make those appointments. The description of supervising the office secretary was moved from Article III, Section 1C1. to Section 1D7 under Other Responsibilities. In Section C1 (formerly C2), the stipend amount has been struck, to give it more flexibility depending on the budget; the stipend can now be paid for any senate committee chair as decided by the FSC President; added “contractual” professional responsibilities to clarify those responsibilities above and beyond the contractually required hours since faculty are doing so much more now than in the past for their professional responsibilities. In Section D1 (formerly G) the FSCC chair no longer rotates but is elected by the FSCC members every year; and in D6 (formerly I), Council agreed the Senate President need only inform Council of the state delegate and does not need formal Council approval.

Lema asked the Senate Vice-President and Corresponding Secretary to review the sections of the bylaws on their responsibilities and send her their recommendations.

## **10. PRESIDENT’S REPORT**

Lema told Council District Procedure 9.24 Student Group Expense Claim Guidelines was before DGC for revision approval. She brought it to Council for review especially by departments with courses that conduct activities including field trips outside the classroom that would have student expense reimbursements such as speech, biology, drama, and kinesiology. She would like them to bring feedback to the next meeting.

Lema explained District Governance Council membership allows for a total of eight faculty members from across the district. Constituencies each have one vote on DGC. She said FSCC proposed of the eight faculty seats on DGC, one be dedicated to SRC and one to Brentwood Center. Council agreed this is a fair distribution of faculty representation on DGC.

Lema told Council when the Online Education Advisory Task Force was approved to become a Faculty Senate Committee, the name change to Distance Education Committee was never formally approved. She asked Council to move to approve the name change.

**It was MSC to approve the name change for the Online Education Advisory Task Force to the Faculty Senate Distance Education Committee. All in favor. Approved.**

## **11. SCHEDULING COMMITTEE REPORT**

Lema asked Council members on the Scheduling Committee to report on their work.

Holt said they have been discussing strategies to increase enrollment. He reminded Council we are on stability and we have two years to reach our goals. The Scheduling Committee has been talking about offering short sessions during the fall and spring semesters. He said many of them could be offered online so there are not issues around classroom space.

McBrien commented that they have had some discussion about when we were cutting classes, there was a sense of urgency for keeping classes full and meeting goals but that may have waned because we are now in growth mode. She said we need to stay focused on increasing enrollment while growing our schedule.

Lamb told Council they are looking at a six week session in the fall semester that would run from October until just before Thanksgiving in November. In the spring, we would offer 2 six week sessions, one before spring break and one after. Lamb explained we have to make our enrollment goals as a district for state funding but each college has its own goal that is a portion of the district goal, and each college budgets for its own goal.

Lamb said we also have to keep our productivity up when we are growing our schedule and we recently lowered our productivity goal to 16.6.

Machalinski said it is still a challenge for students to apply to the college and add a class through our online system.

Lema suggested the FS Student Services Committee could look at that issue.

Martucci said a six week session is too short for some courses. Lamb said they are discussing some eight week classes especially for math and the sciences.

## **12. VICE PRESIDENT OF INSTRUCTION**

Lamb informed Council the final draft of the Substantive Change Report is being sent today to a member of the ACCJC board for review prior to its final submissions. And we have sent the request to ACCJC to have the report placed on their November agenda.

Lamb said our accreditation standards committees have been working hard to get a draft done by the end of October for the college to begin reviewing it. She said she has been meeting with the committees to review their work and make sure they are on the right track. She is also holding drop-in hours if the committees have questions. All the committees will begin coming together at the Accreditation Advisory Group meetings. This will enable the groups to share and compare and their work. And we are scheduling two days, one in November and one in December for the whole college to come together to review and discuss the report.

Lamb told Council, the Standard 2B Committee on integrated planning has worked on a diagram of our program review and resource allocation process. It will go out for review and feedback through the governance committees.

## **13. DEVELOPMENTAL READING AND WRITING ACROSS THE CURRICULUM**

Laury Fischer told Council he has been talking to various groups on campus about the Developmental Reading and Writing Across the Curriculum (DRWAC) initiative and discussions have been bubbling up as a result. He said he will be posting results of a survey that show what the challenges are with students who are in developmental level classes.

Fischer said what is harder to get at is the institutional support. How is the college as a whole going to implement and support changes in how we move developmental students through our programs? He explained this year we are having the conversations and next year we will begin piloting some ideas. He said next semester a couple sociology classes are going to try a supplemental instruction component.

He said other ideas he has heard of include having a teaching assistant embedded in certain classes to work with the developmental level students. Another model includes a one unit class that developmental students would take simultaneously with certain classes. And yet another model builds time into classes for teachers to meet one-on-one with students.

Fischer said another idea is to have a class that focuses on reading across the curriculum where students would read material from all disciplines to develop their reading skills. It could be done as a variable unit class where students would leave once they have gained the required skills and earn one, two or three units depending on how long they were in the class.

Fischer said he is continuing to look for good models but it will be all of us who work on this and decide which models to adopt.

Dorado said counselors struggle with students who need a full schedule but are not ready for many classes because they are in English 116 or 118. Fischer said there are discussions about acceleration of developmental courses so students are not spending several semesters to get up to the level where they need to be.

Freytag said another idea is a co-requisite where if a student wants to take a class such as science, they would also have to take a one unit class that could be an English or science instructor or even team it and split the load.

Machalinski asked how we get the data to identify students who need supplemental reading instruction. We should find out why a student has dropped a class. Fischer said he wants data about students before they even get here. Lema shared an example where another college gives students a boot camp before they take assessment tests. Fischer said there is one school that gets students through English 118 in two weeks. And in another, they have combined developmental with regular English in a 5 unit class. It includes a writing lab and the class meets more often.

Fischer said these initiatives need to appear in program reviews and language is being developed for areas to include in their program reviews. As more areas bring this forward, we will have an institutional momentum to implement ideas.

**Freytag moved to support Fischer's efforts to implement a Reading and Writing Across the Curriculum initiative. The motion was seconded. The question was called. All in favor. Approved.**

#### **14. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*