

FULLERTON COLLEGE FACULTY SENATE
approved minutes
18 September 2014

present, according to sign-in sheet

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| At-Large | Dale Craig, Julie Felender, Angela Henderson, Flor Huerta, Diana Kyle, Laura Melella |
| Business/CIS | Ming Scott, Marcus Wilson |
| Counseling | Robert Gamboa, Bryan Ouchi |
| Fine Arts | Jaime Perez, Carl Stanaway |
| Humanities | Jeanne Costello, Danielle Fouquette, Kelly Kim, Bob Lundergan, Mike Mangan |
| Library | Monique Delatte |
| Math/Comp. Sci. | Bill Cowieson |
| Natural Sci. | Mike Baker, Jan Chadwick |
| Part-time | Kendrick Kim, Meg O'Rourke |
| Physical Ed. | Tim Byrnes |
| Social Sciences | Leonor Cadena, Tom Chiaramonte, Karen Markley |
| Student Services | vacant |
| Tech./Engineering | Jose Miranda, Marie Perez |
| Associated Students | Mariah Duran |
| Senate President | Sam Foster |
| President-elect | Pete Snyder |
| Curriculum Council | |
| Treasurer | Kim Orlijan |
| Secretary | Josh Ashenmiller |
| Guests | Carlos Ayon, Interim Director of Institutional Research and Planning Toni DuBois, VP of Student Services Mark Greenhalgh, Dean of Math/CS and Natural Sciences |

I CALL TO ORDER

The meeting was called to order at 3:08P by Pres. Sam Foster.

II APPROVAL OF THE MINUTES OF PREVIOUS MEETING

M/S/U (Markley/Mangan) to approve the 4-Sep 14 minutes.

III APPROVAL OF THE AGENDA

M/S/U (Fouquette/Chadwick) to approve the agenda for this meeting.

IV PUBLIC COMMENTS

Jeanne Costello answered some questions about Staff Development funds for faculty members attending conferences. The Committee has divided the funds this way: 70% for broad-spectrum conferences, 30% for discipline-specific conferences. The application form includes a list of broad-spectrum conferences, such as those focused on student success and brain development. The purpose of this list was to give an idea what the term broad spectrum means. Faculty members can still apply for travel to other conferences not on the list, even discipline specific conferences. The conference should be linked to a goal of the faculty member's program, as detailed in the program review self-study. The maximum travel reimbursement is \$1500 per full-time faculty member, \$800 per adjunct. Jeanne offered to help anyone with his or her proposal.

Paul McKinley, Director of the Disability Support Services and Veterans' Resource Center, announced that the formation of a Veterans' Day Planning Committee. He is looking for volunteers, pmckinley@fullcoll.edu. Veterans' Day is Tue, 11-Nov 14.

Robert Gamboa from Counseling asked faculty members to tell students that counselors are available for appointments until mid-November. Come get help now to avoid the long lines right before the registration deadline.

V EXECUTIVE COMMITTEE REPORTS

President's report, Sam Foster

District Board Meeting: At the most recent meeting, the Board approved the Budget, and had a long discussion about the budget process and timeline. To the Faculty Senate and United Faculty representatives, it was not clear when in the process they get to make input on budget priorities. They received the budget as a bound copy, not a draft on which they could make comments and ask questions.

Planning Budgeting Steering Committee (PBSC): There was a discussion about how much planning and budgeting should take place at PBSC. The Committee is surveying the various parts of the campus that take part in planning.

President's Advisory Committee (PAC): PAC approved the plan for apportioning the State's \$2M in instructional equipment money. Departments will fill out a one-page form requesting money and showing how the purchases will lead to a program goal explained in the departments' program review self-studies. In addition, there are also State Lottery funds available (around \$500K) for supplies purchases.

PAC is also beginning to set up the Accreditation self-study team, which will be starting in the spring 2015 semester. The Accrediting team on-campus visit will happen in the spring of 2017. The team will have a faculty co-chair and four other faculty members. PAC is discussing how much compensation or release-time team members will receive.

Treasurer's Report

Kim Orlijan thanked Julie Felender, Kendrick Kim, Karen Markley, and Carl Stanaway for catering.

VI CURRICULUM COMMITTEE REPORT, Jennifer Combs
No report.

VII PROGRAM REVIEW COMMITTEE REPORT, Jan Chadwick
Jan had a word of advice about the State's instructional equipment money. As departments are filling out their request forms for that, please don't separate it from program review. In other words, you might not get the resources you request on that form, but that doesn't mean it's too late for program review. Please duplicate your requests in your department's self-study.

Self-study workshops and meetings have begun. Please look at the PRC website to see when informational sessions and drop-hours are scheduled.

<http://programreview.fullcoll.edu/ProgramReview/2014/Program%20Review%20Workshop%20Final%20Draft.pdf>.

Jan also wanted to remind faculty members that even though an academic program might not be a department, or might not be part of a Gen Ed pattern, or might not lead to a degree it is still an instructional program. So its faculty members must complete a self-study. Reading and ESL are good examples, but there are others.

The PRC is discussing changing the terms of PRC members from 2 to 3 years, so that they match the three-year self-study cycle.

VIII INSTITUTIONAL RESEARCH AND EFFECTIVENESS COMMITTEE REPORT, Diana Kyle
A few members of the IREC are currently on medical leave: Bob Hyde and David Grossman. IREC is still processing the survey results from last year about planning.

IREC members who serve on the Institutional Review Board are receiving new training. IREC is also looking for a community member (someone not employed by the College) to serve on the IRB.

IX ELECTIONS
Faculty Senator, At-Large (2014-16): **Diana Kyle (Soc. Sci.)**

Curriculum Committee (2014-2016): **one faculty member still needed**

Program Review Committee (2014-16): **Barry McCarthy (Bus./CIS)**

Institutional Research and Effectiveness Committee (2014-16): **Leonard Cho (Math/CS), one faculty member still needed (fall-semester sub for Bob Hyde)**

Honors Program Advisory Committee (2104-16): **Jane Ishibashi (Lib.), Edward Rapp (PE), Diana Kyle (Soc. Sci.)**

Student Equity Committee (2014-16): **one faculty member still needed**

Student Success and Support (formerly Matriculation) Committee (2014-16): **Angela Henderson (Reading), Bridget Kominek (Basic Skills Coor.), Elizabeth Gaitatjis (ESL)**

Faculty Allocation Committee (2014-15): **Sunshine Vidal (Couns.), Carol Ward (Tech./Eng.)**

Student Success Committee (2014-16): **one faculty member still needed (replacement for Sharon DeLeon)**

District Institutional Effectiveness Coordinating Council (2014-16): **Diana Kyle (replacement for Bob Hyde)**

X OLD BUSINESS

Report from Senate retreat, 19-Aug 14

At the retreat, Senators discussed the College's Integrated Planning Manual, the College's Mission Statement, and developed a list of 2014-15 Senate goals. We will discuss the goals at the next Senate meeting. Here they are:

1. Offer a full summer 2015 schedule and an intersession 2016 schedule.
2. Help departments develop themes to include in their Program Review self-studies.
3. Recruit more faculty members to campus committees by ensuring committees have real teeth.
4. Get access to drafts of the College budget (with rationales).
5. Invite administrators to Faculty Senate meetings to discuss, among other things, the budget.
6. Develop a training/orientation for new senators.
7. Improve PAC-Senate dialogue through agenda sharing.
8. Honor the Senate's faculty allocation procedures. (~ 25 hires this year)
9. Revitalize IREC.
10. Get reassign time or professional expert pay for faculty members serving on key committees, esp. Curriculum and Program Review.
11. What's up with the Scorecard?
12. Write new College mission statement.
13. Request that Study Abroad Committee develop plans to restore the past practice of 3 trips/year.

14. Look into returning to the priority-parking regime that prevailed in the days before the parking structure. (It was suspended during construction, then abandoned.)

Proposed policy changes at District Consultation Council (DCC)

Senators directed Pres. Sam Foster to raise several questions at the next DCC meeting about the proposed mobile computing device guidelines. Many of them are ill-suited to a college environment.

1. Shouldn't there be an expectation of privacy on campus when your device is NOT connected to the College server—both students' and faculty members' devices?
2. What does it mean that "personally identifiable information" should be kept off personal devices? Faculty members should not send an email to a student while using a personal laptop?
3. "Mixing personal and business data is discouraged"? What does that mean? Never use your personal device to log in on Mygateway?
4. How can adjunct faculty members possibly avoid using their personal devices? They aren't given any District-owned devices. They can only use personal devices. In fact, they have to use them to manage enrollment and enter grades. It makes no sense to discourage adjunct faculty members from using their personal devices for businesses uses.
5. "Wipe the device clean of business-related data" upon leaving employment. What exactly does that mean?
6. "Use of personal device beyond regular work hours requires pre-approval of the immediate management supervisor?" Does the District really mean that? Do they really want faculty members getting warrants from their Deans every time they respond to a student's email over the weekend? Every time they work on lesson plans or syllabi over a holiday?
7. The guidelines seem to be nudging instructors away from using VHS tapes and DVDs, and toward using streaming media. Many faculty members still use tapes and DVDs, and they ask that the equipment for playing them remain in classrooms.
8. The guidelines require websites to be accessible. This will require training and oversight by a full-time College webmaster. That position is still sitting vacant.
9. What counts as "proper behavior" on-line? Does it include pornography or bullying?
10. The guidelines do not state where faculty can go for technical support on all these issues.

It was the sense of the Senate not to approve any of these proposed policy changes until these concerns are addressed.

XI NEW BUSINESS

Student Equity Report draft

M/S/P (Wilson/Fouquette) to approve the Student Equity Report draft, with an explanation of what the 80% threshold and the proportionality index means, and

strengthening the Math/Counseling collaboration on appropriate student placement with multiple measures.

Voted “nay”: Bill Coweison, Jan Chadwick, Julie Felender, Robert Gamboa, Flor Huerta, Diana Kyle

Senators discussed their concerns with the report. One concern was that the Report contains many statistics, but it does not explain what it means by the “80% threshold” or the “proportionality index.”

There was also a discussion between representatives of the Math and Counseling Departments about how students are placed in math classes. The Counseling Dept. felt that the draft Student Equity Report misstated how the process currently works. It was the sense of the Senate that the College should use “multiple measures” to place students in the appropriate math class. Just relying on test scores is not enough. Pres. Sam Foster assured that the current language in the report will be revised to reflect an emphasis on multiple measures, appropriate placement, and ongoing collaboration between the Counseling Division and academic departments.

Discussion then moved on to various suggestions for additions to the Student Equity Report. Several Senators pointed out the consequences of adding more new programs to the Report. Each new program means a request for funding, which will require setting and reaching measurable goals. This is the Student Equity Report for this year. Additional new ideas for programs can be developed over the coming year, and then included in next year’s report.

XII AGENDA ITEMS FOR DISCUSSION AT PRESIDENT’S ADVISORY COUNCIL
Campus Climate Survey: Is respondents’ private information being protected?

XIII LIAISON REPORTS
Associated Students

AS is scouting volunteers and planning elections to fill vacancies so that AS can achieve a quorum. Please get in touch Jose Solano, AS Pres, at josesolano@fullcoll.edu.

United Faculty

UF will be surveying faculty members about the bond on the November ballot. Should UF use PAC money to support Measure J? The Board would like UF’s support, and the PAC money exists for campaign purposes.

Adjunct Faculty

No report.

The meeting adjourned at 5:15P.

Respectfully submitted,
Josh Ashenmiller, secretary