

**Fullerton College Faculty Senate  
approved minutes  
5 May 2016**

**present, according to sign-in sheet**

At-large	Laura Melella, Bryan Ouchi
Business/CIS	Ming Scott, Marcus Wilson
Counseling	Heather Halverson
Fine Arts	Monica Lee
Humanities	Danielle Fouquette, Amy Garcia, Bob Lundergan, Mike Mangan
Library	Monique Delatte Starkey
Math/Comp. Sci.	Bill Cowieson, R.J. Dolbin
Natural Sci.	Mike Baker, Jan Chadwick, Julie Wells
Part-time	Meg O'Rourke
Physical Ed.	Connie Carroll
Social Sci.	Bob Byde, Tom Chiaromonte, Karen Markley
Student Services	
Tech./Engineering	Jose Miranda, Marie Perez
Associated Students	Chris Lim, Rita Wainess
Senate President	Pete Snyder
Past President	Sam Foster
Curriculum Comm.	Jennifer Combs
Treasurer	Kim Orlijan
Secretary	Josh Ashenmiller
Guests	Carlos Ayon, Director of Institutional Research and Planning Kathy Bakhit, Dean of Social Sciences Lina Callahan, Foreign Language faculty Joe Carrithers, Associated Students Advisor Greg Schulz, FC President

I CALL TO ORDER

The meeting was called to order at 3:00P by Pres. Pete Snyder.

II APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

**M/S/U (Markley/M. Perez) to approve the 7-Apr 16 minutes.**

III APPROVAL OF THE AGENDA

**M/S/U (Wilson/Mangan) to approve the agenda for this meeting.**

IV PUBLIC COMMENTS

Josh Ashenmiller announced that Phi Theta Kappa (the student honor society) is looking for a new faculty sponsor. Please contact Jodi Balma, [jbalma@fullcoll.edu](mailto:jbalma@fullcoll.edu).

Janine Cirrito from the Career and Life Planning Center announced the Major 2 Career Fair on Wed, 28-Sep 16. Faculty members are encouraged to participate and publicize career opportunities on the Quad. Please sign up at <https://goo.gl/6tmoKL>.

Mike Mangan announced that Meg O'Rourke has been hired as a full-time instructor in the English Department. (*applause*)

V EXECUTIVE COMMITTEE REPORTS

**President's report, Pete Snyder**

**Budget update:** Bad News first. The State has decreed, "There shall be no COLA this year." Now, the good news. The College is hitting its FTES number (2% growth).

**Planning and Budget Steering Committee:** PBSC has allocated \$300K Biology, Chemistry, Earth Sciences, Humanities, and Staff Development.

**More money from the State:** The FC Basic Skills Initiative has won a \$1.5M Pathways Transformation Initiative from the State Chancellor's Office.

**Academic Senate of California Community Colleges (ASCCC) News:** Sam Foster was elected South Regional Representative to the ASCCC Executive Committee.

**Strategic Conversation/Coffee with the Chancellor:** Pete thanked faculty members for attending and engaging in frank dialogue with District officials and Board members.

**Institutional Effectiveness Partnership Initiative (IEPI):** The College is applying for a Partnership Resource Team (PRT) that will help FC develop a system for monitoring and improving institutional effectiveness. Carlos Ayon elaborated on this and emphasized the need for faculty participation to make this work. Unlike accreditation, the PRT a low-stakes visiting team situation. Jan Chadwick also spoke as a member of the IEPI Advisory Board. She emphasized that the IEPI is a program of peers helping peers, on a collegial basis. We can benefit from the expertise of other colleges. Danielle Fouquette stressed the need to coordinate this with accreditation and with current institutional effectiveness efforts that are already ongoing on campus.

**M/S/U (Wilson/Fouquette) to support Pres. Greg Schulz's request for PRT from the IEPI.**

**Spring 2016 FC Planning Symposium:** This is tomorrow morning. All faculty members are welcome to attend.

**Board of Trustees:** Passed a resolution recognizing faculty members during Teacher Appreciation Week. It was on display at the Senate meeting.

#### **Treasurer's Report**

Kim thanked Tom Chiaromonte, Karen Markley and Ming Scott for providing food and drink.

- VI ASSOCIATED STUDENTS REPORT, Chris Lim, Rita Wainess  
AS recently passed two resolutions.  
#006: in support of smaller class sizes.  
#007: in support of extended Library hours during final exams week.

**M/S/U (Wilson/Fouquette) that the Faculty Senate supports AS Resolution 006.**

**M/S/U (Wilson/Mangan) that the Senate supports further collaboration between AS and the Library Dean, faculty members, and staff professionals to work toward the goals stated in Resolution 007.**

Monique Delatte Starkey stated that neither she, nor the other librarians, nor Dean, Library/Learning Resources, Instructional Support Programs and Services Dani Wilson had seen the AS resolution to extend library hours prior to presentation of #007 to the senate. Delatte Starkey recommended that AS senators share #007 with Dani Wilson. Delatte Starkey noted that Wilson offers open office hours, and recently provided an April open office hour

Delatte Starkey explained that there are matters of lateral support to be considered. For example, during the summer, there are periods during which the library is the only open printing and word-processing campus resource; therefore, "when the library print system crashes, there is no back-up print system available" on campus for students. Delatte Starkey proposed that at least one computer lab offer the student body concurrent extended hours. Delatte Starkey notes that multiple questions are asked daily of library workers that are better addressed by, and thus, are referred to: the assessment center, the writing center, admissions and records, the counseling office, the health center, etc. When support resources are unavailable, then the librarians and library assistants are unable to coordinate student support referrals with appropriate support offices at the point of need.

Delatte Starkey communicated that #007 involves budget issues that should be discussed with campus administrators. Included among these issues is a practical consideration of cost versus benefit—e.g., extended library hours during finals week

have historically not been as well-used as extended library hours offered the week prior to finals week. In response, Wainess asserted that extended hours should be heavily promoted, including “wallpapering” the campus via marketing efforts such as posting “flyers on every classroom door.” (A post-script [Submitted to senate secretary 05.12.16.], Delatte Starkey notes that the newly-hired reference and student programming librarian {begins Aug 2016} may build on current library marketing measures, which include social media, flyers, posters, in-person promotion to faculty, staff, and students, and much more. [Additional examples are at: <http://moniquedelattestarkey.blogspot.com/2016/05/examples-of-librarian-outreach.html>]) Delatte Starkey expressed concern regarding the inherent conflict of interest in a librarian (herself) deciding that the library should extend hours, as librarians may earn overload by working during the AS-resolved extended hours

Jose Miranda relayed that the library has proven an important resource for his students.

Marcus Wilson contended that the university library cited (Pollak Library [CSUF]) in #007 is incommensurable with a college library, such as FC Library. M. Wilson requested that AS research the contractual and other ramifications of #007 by sharing the resolution with the classified senate and the library. M. Wilson asked that AS revisit #007 in the fall.

Chris Lim also thanked faculty members for supporting AS this year. Soon, most AS officers are graduating and transferring. They have sworn in the officers who will take office in Fall 2016.

AS is hosting the first annual 5K Charity Run on Sat, 14-May, 8:00A. Starting line is on the Quad, finish line is on the track. Proceeds are going to the Speech and Language Development Center in Buena Park (which serves people with autism).

#### VII CURRICULUM COMMITTEE REPORT, Jennifer Combs

Jennifer attended a recent meeting of the New Faculty Seminar and was pleased to see many new faculty members are already working on curriculum updates and new courses. Please encourage this and help the newbies learn how to navigate CurricUNET.

The ASCCC has asked each college to name a Liaison in Career and Technical Education Liaison. **Marcu Wade (Cosmetology)** volunteered.

General Education Advisory Committee proposals are on the agenda today. The GEAC also has open seats that need to be filled

#### VIII PROGRAM REVIEW COMMITTEE / STUDENT LEARNING OUTCOME ASSESSMENT COMMITTEE REPORTS, Jan Chadwick

[begin inserted text from Jan]

#### **PRC report**

Non-instructional programs completed the comprehensive three-year program review in Fall 2015: a total of 59 self-studies, which included a total of 133 resource

requests were submitted in Fall 2015 and the Program Review Committee (PRC) read, analyzed and provided feedback to all 59 programs in Spring 2016.

The quality of the program reviews on balance has improved and the committee would like to commend and thank everyone involved with this process. While program review can be time consuming, the benefits of self-study outweigh the detriments. Ten self-studies were identified as exemplary and they are:

Financial Aid Office  
Office of Student Equity  
International Student Center  
Supplemental Instruction  
Disability Support Services (DSS)  
Office of Institutional Research and Planning (OIRP)  
Study Abroad  
Basic Skills  
Instructional Technology Services (ITS)  
Math Lab

These ten self-studies will be posted on the Program Review website as examples of the high-quality work completed at Fullerton College. All other self-studies are available from any member of the Program Review Committee. Just ask if you want a copy of any program review.

You have received copies of the summary report with eight themes common to some of the self-studies identified. The themes are: Staffing, Technology and Equipment, Web Site Development and Support, Social Media and Mobile Applications, Facilities Upgrades, Space Allocation, Professional Development, and Health and Safety Concerns.

I would like to summarize the PRC recommendations made in regards to the themes and the program review process in general:

1. There were four programs that did not submit reviews for a variety of reasons. Some of the programs were new, undergoing transition and did not have a director, or had new directors that were not prepared to write a self-study. The Office of the Athletic Director is a new office, Physical Plant and Facilities has a new director, the Office of Student Support Services is newly re-established, and Umoja has undergone coordinator transitions. The PRC recommends that all of these programs submit a program review in fall 2018.
2. There seems to be some confusion about what template should be used and some of that could be easily alleviated. The PRC recommends that in the future, the administration advise all self-study authors to use the most recent template at [programreview.fullcoll.edu](http://programreview.fullcoll.edu), to review their self-studies yearly, and take advantage of training opportunities.
3. There seem to be a growth in the number of new “boutique” programs and this impacts the staffing budget. It is difficult to forecast whether a new program will grow linearly or exponentially. This exacerbates the staffing dilemma and the PRC recommends that IREC survey the campus about how often faculty and staff direct students to utilize a variety of program services. With this information in

hand, it might provide some information that will aid in forecasting needs and staffing of these programs.

4. Several programs identified a need for assistance in web site development and maintenance. While the PRC appreciates the ongoing and great efforts by the web content specialist in the Office of Communications, more extensive support to more programs by Fullerton College web designers is needed. I, for one, would like to see the program template currently used across campus made available for import into software such as Dreamweaver.
5. A number of facility requests were made and there was some unevenness in the self-study narrative about the impact of bond measures, in particular, Measure J. The PRC recommends that self-studies in the future include in their narrative discussions of imminent facility needs for swing space and their vision for what to do with new building spaces based on bond measure funding. The program review is an ideal place to get your facility wants and need in writing and used for reference when it comes time to join a Building Users Group (BUG).
6. There were a lot of requests for more custodial coverage throughout the daytime, night time and weekends. The PRC recommends that the college continue to review health and safety measures in place in order to ensure a safe and healthy learning and working environment for all campus members.

The PRC has worked very hard this year on providing meaningful feedback to self-study authors. We would like to thank the 29 campus members involved in the reading and feedback process. The PRC would like to thank the 12 volunteer readers and one resource member involved in the process and all of the support from classified staff in the President and Vice President Offices. Together all campus members provide a voice and meaning to institutional effectiveness through program review. The PRC thanks the Faculty Senate for their time and efforts to facilitate and improve program review. With that said, as the chair of the Program Review Committee, I ask that the Faculty Senate ratify the 2015-2016 Program Review Summary Report so it may be presented at the final PAC meeting on May 11 and moved on for funding allocation consideration to PBSC.

### **SLOAC Report**

About 35% of all CSLOs have been assessed in eLumen. I have handed out a summary of how divisions are doing in as of today. My hope is that faculty will input data at the end of this semester. I will be available for several hours the last three days of the semester in the TEC if faculty members need help with any aspect of data input.

I generated new reports for Fullerton College disaggregation by subpopulation on the Program Review website at <http://programreview.fullcoll.edu>. There are now two reports available. The links are available in the center of the page, but you will need to scroll down to take a look. The first report is the ISLOs by the four categories with disaggregation for gender, age range, Foster Youth, Veterans, and ethnicity. The second report breaks down ethnicity for all 14 ISLO sub-categories.

One thing is evident from the reports: students are more successful when assessed by outcomes than grades. Maybe it is an apple to oranges comparison, but I do find the data interesting. While there still are ethnicity gaps, the success of each group is greater if evaluated based on outcomes instead of grades. This is something I would expect since outcomes assessment is based on something faculty use to drill down and determine whether learning occurred on a specific topic/assignment/exam. Anyway, these reports help satisfy the controversial ACCJC Standard I.B.6.

I think there few colleges capable of reporting data such as this and really haven't seen any instances of the assessment data results published online throughout the state. FC would not be able to generate such reports if it wasn't for the eLumen software we use. I am proud that the college can generate such data and stay ahead of what is coming down the pike in terms of accreditation. This also promotes institutional effectiveness, which is why I am mentioning this to you.

Thanks again,  
Jan Chadwick

[end inserted text]

**M/S/U (Wilson/Combs) to endorse the PRC summary report.**

IX INSTITUTIONAL RESEARCH AND EFFECTIVENESS COMMITTEE REPORT, Diana Kyle  
No report.

X ACCREDITATION UPDATE, Danielle Fouquette

Danielle is requesting feedback from Senators on the 92 questions in the Accreditation Standards and Guide that deal with distance education. She circulated a sample of these questions. The Accreditation Steering Committee (ASC) is suggesting a campus-wide committee that deals with all the non-instructional aspects of DE. In other words, this committee would not replace the Distance Education Advisory Committee (DEAC). Senators discussed this proposal at some length. For example, is the College keeping track of how many degrees can be earned 50% on-line? If we have any such degrees, then we have to fill out at Substantive Change Request with the accrediting commission.

Should there be a new office on campus, a new shared governance committee, or are these questions currently within the purview of the Vice President of Instruction (VPI)? Are there questions that go beyond the VPI's purview? For example, who are students we serve? This is a straightforward question for on campus classes (there are certain ZIP codes), but it gets murkier for DE students who live in other parts of the State and even other states. Federal regulations will then come into play.

This issue will be on the 19-May agenda under Old Business. Senators are urged to discuss this with their constituencies.

XI ELECTIONS, Sam Foster

*New Senators for 2016-18*

Business/CIS: all seats filled

Counseling: all seats filled

Fine Arts: all seats filled

Humanities: **Mary Bogan, Danielle Fouquette, Bob Lundergan, Mike Mangan**

Library: **Jill Kageyama**

Math/CS: **Kara Pham**

Natural Sciences: **Mike Baker**

Part-time: one seat open

P.E.: all seats filled

Social Sciences: one needed

Technology/Engineering: Peg Berger

Student Success Committee, 2016-18: **Loretta Calvert (Bus./CIS), David Lopez (Fine Arts), Alberto Romero (Lib.)**, still needed: Soc. Sci., Math/CS

Faculty Allocation Committee, 2016-18: **Tom Chiaromonte (Soc. Sci.), Jay Seidel (Tech./Eng.), Monique Delatte Starkey (Lib.), Sunshine Vidal (Couns.), Marcus Wilson (Bus./CIS)**

Study Abroad Committee, 2016-18: **Lina Callahan (Hum.), Angela Henderson (Hum.), Kelly Klassen (Math/CS)**

Program Review Committee, 2016-19: **Marcia Foster (P.E.), Jane Ishibashi (Lib.)**, still needed: Hum., Nat. Sci., Soc. Sci.

Transfer Advisory Committee, 2016-18: **Nick Arman (Couns.)**

Campus Diversity Committee, 2016-18: **Tamieka Hunter (Couns.)**

Institutional Research and Effectiveness Committee, 2016-18: **Gigi Blanche (Soc. Sci.)**, still needed: 5 more

Student Equity Committee, 2016-18: **Tamieka Hunter (Couns.), Jose Miranda (Tech./Eng.), Sylvia Pimentel (Couns.), Perry Webster (P.E.)**, still needed: 2 more

General Education Advisory Committee, 2016-18: **Gigi Blanche (Soc. Sci.), Heather Halverson (Couns.)**

General Education Advisory Committee, 2016-17: **Mike Mangan (Hum.), Greg Nguyen (Math/CS)**

Comprehensive Management Evaluation Committee, Co Ho: **Pete Snyder (P.E.)**

Comprehensive Management Evaluation Committee, Bob Morrison: **Dale Craig (Bus./CIS)**

Curriculum Committee (elected by their divisions), 2016-19: **Frank Guthrie (Fine Arts), Sean Shiel (P.E.), Guy Dadson (Nat. Sci.)**

Campus SLOA Coordinator: **Nora Spencer (Bus./CIS)**

## XII OLD BUSINESS

### **Distance Education Advisory Committee (DEAC) update**

DEAC Chair Angela Henderson presented the *Distance Education Strategic Plan, 2016-2020*. It contains many requests that have been made since 2002.

It contains three strategic goals: 1) develop a training and certificate program for DE, 2) expand access to student support services, 3) ensuring that all courses meet Section 508(C) requirements for accessibility. This is a first read. Senators should take this to their constituents for discussion.

DEAC is impressed by the Canvas on-line teaching platform, but DEAC did not want to recommend that the entire College go wholesale, all at once. There will be a few volunteer instructors who are going to teach courses via Canvas in Fall 2016.

*Discussion:* Will there also be a trial period for the new Blackboard platform? How will we address the District's concern with student privacy when the platform is cloud-based?

### **Revising the faculty evaluation form that students fill out**

Senators discussed the wording of some of the questions, and whether open-ended commentary questions (#13, #14) would create undue burdens on division office staff.

**M/S/P (Mangan/Wilson) to approve the revised evaluation form.**

Nays: Baker, Byde, Chadwick

Abstentions: Carroll, Chiaromonte, Dolbin, Foster, Markley, Mellela, O'Rourke, Wells

With that small a majority, Senators re-considered the motion.

**M/S/P (Wilson/Lundergan) to reconsider the previous motion.**

Nay: Mangan

**M/S/U (Wilson/Foster) to table this issue for a later meeting.**

Abstention: Mangan

### XIII NEW BUSINESS

#### **Dual Enrollment**

FC Pres. Greg Schulz asked for faculty members' thoughts on this issue. There have been new developments: 1) Several neighboring high schools have requested more courses from FC, and 2) There are new guidelines from the State Chancellor's Office about counting these courses toward budget allocation.

Senators reinforced their oft-stated position that such courses are a good idea, as long as the departments determine the appropriate courses to offer and who would teach them. Since this will likely be a growing area, Senators also requested periodic reports from the administration how many and which courses are being offered.

Senators had other questions: How do we provide student services to these off-campus locations? What about course material that might not be age-appropriate? What about SLOs and program review for these courses?

#### **Staff Development Committee update**

SD Committee Chair reported on the SDC's progress this year, including: 1) More travel requests than last year. 2) Developing an on-line teaching and learning certificate. As we are running short on time, Jeanne asked for a spot on next meeting's agenda. Good news: PBSC increased the budget from \$75K to \$225K (and made it a permanent line-item), and also granted 9.0 units reassigned time for the SD Coordinator.

Senators applauded Jeanne for organizing last week's Strategic Conversation before the Board meeting.

#### **The Assessment Process (placement testing for Math and English)**

Greg Menchaca and Lisa Campbell from the Counseling Division gave an update on the State's Common Assessment Initiative (CAI). This would replace the Compass test that FC has been using for several years. The company that runs Compass will no longer offer the Compass test as of 1-Dec 16. Joining the CAI takes time, so the College is ready to adopt other existing tests until FC is fully on board with the CAI. (FC cannot just jump into the CAI for several reasons. For example, there is no separate CAI exam for Reading, but we need a test for our Reading Program.) Senators asked if the Humanities and Math deans and faculty have been aware and involved of these changes that will take effect Fall 2016. The answer was yes.

#### **Policy recommendations from the Curriculum Committee**

These have been recommended by the Counseling Department and approved by the Curriculum Committee. There was brief discussion of each proposal.

**M/S/P (Fouquette/Chadwick) to approve the proposal to grant credit to veterans for military training.**

Abstention: Wilson

**M/S/U (Mangan/Orlijan) to approve the proposal to pass along credit for GE credit courses that are part of the CSU GE and IGETC pattern.**

**M/S/U (O'Rourke/Managan) to approve the proposal to pass along GE credits for incoming students with Associates or Bachelors Degrees from accredited institutions, as long as those degrees meet Title 5 minimum requirements.**

**Music in the Quad time restriction**

AS will bring to the 19-May 16 meeting a specific proposal that the College create a campus-wide policy about music on the Quad, to replace the current restrictions that only apply to AS.

XIV LIAISON REPORTS

**United Faculty**

Negotiations have concluded for the academic year unresolved. Both sides are still too far apart.

**Adjunct Faculty United, Frank Perez**

No report.

The meeting adjourned at 5:30P.

Respectfully submitted,  
Josh Ashenmiller, secretary