

**Fullerton College Faculty Senate
approved minutes
1 December 2016**

present, according to sign-in sheet

At-large	Diana Kyle, Laura Melella, Bryan Ouchi
Business/CIS	Ming Scott, Marcus Wilson
Counseling	Robert Gamboa, Lorena Marquez, Ruth Sipple
Fine Arts	Monica Lee, Michael Scott
Humanities	Mary Bogan, Danielle Fouquette, Amy Garcia, Bob Lundergan, Mike Mangan
Library	Monique Delatte Starkey
Math/Comp. Sci.	Abraham Romero Hernandez, Kara Pham
Natural Sci.	Mike Baker, Colleen Kvaska
Part-time	Marc Titel
Physical Ed.	
Social Sci.	Bob Byde, Tom Chiaromonte, Janaki Parikh
Student Services	
Tech./Engineering	Jose Miranda, Marcu Wade
Associated Students	Niko Diehr
President	Pete Snyder
President-elect	Josh Ashenmiller
Curriculum Comm.	Jennifer Combs
Treasurer	Karen Markley
Secretary	Heather Halverson
Guests	Carlos Ayon, Director of Institutional Planning and Research Joe Carrithers, Associated Students Advisor, English Dept. Dana Clahane, Math Dept. Gil Contreras, Vice President of Student Services

Dale Craig, United Faculty, Bus/CIS Division
Deborah Ludford, District Director, Information Services
Dr. José Ramón Núñez, Vice President of Instruction
Kelly Robertson, Administration of Justice Dept.
Dr. Greg Schulz, FC President

I CALL TO ORDER

The meeting was called to order at 3:01P by President Pete Snyder.

II APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

M/S/U (Markley/Bogan) to approve the 17-Nov 2016 minutes.

Mike Mangan made a slight change to the wording under the Campus Building Projects Update.

III APPROVAL OF THE AGENDA

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

Pete Snyder amended the agenda to move "Senate Recognitions" under New Business to his President's Report. He also stated that the Distance Education Task Force Recommendations did not need to be on the agenda since the Accreditation Steering Committee will be using that information in their reports so they do not require action from the senate right now.

IV PUBLIC COMMENTS

Monique Delatte Starkey brought a selection of books from the Fullerton College library to share with the senate. She encouraged faculty to contact the library if they had recommendations for any publications they wanted to the library to obtain.

Tom Chiaromonte reported the search for a capital outlay project manager is on schedule. The hope is that, once hired, the candidate can start February 1.

Marcus Wilson reminded senators of the holiday party he is hosting on Thursday, December 15.

V EXECUTIVE COMMITTEE REPORTS

President's report, Pete Snyder

IEPI: The Senate Exec will be meeting with the President's Staff to provide more specific areas of focus for the upcoming IEPI visit in spring.

Student Health Advisory Committee: Pete commended this committee for the work they do to promote the health of Fullerton College students. This committee meets once per semester and those interested in attending should contact Vanessa Miller, Director of Health Services.

Mission Statement Workgroup: This group has met and discussed how to gather input from campus groups regarding a new mission statement. Although nothing is finalized yet, the process will be to gather input, draft a mission statement, hold forums for more input, and then issue a final mission statement.

DCC update: Pete reported that the District-wide Enrollment Management Advisory Committee (DEMAC) was discussed at the DCC meeting and he says that it is a well-structured committee with wide representation. Dana Clahane is still working on how to improve and simplify the grant process.

Board of Trustees Update: Pete reported that Leonard Lahtinen and Manny Ontiveros have completed their terms as board members. The board now has two new trustees, Ed Lopez and Ryan Bent.

FC Football: On Saturday, December 10, the FC Hornets football team will play a state championship game against American River College. The game will take place at 1:00pm at Yorba Linda High School. Starting at 12:00pm a hospitality tent will be available for faculty and t-shirts can be purchased as well.

Senate Recognitions: Pete thanked Diana Kyle for her work as the chair of the Institutional Research and Effectiveness Committee and her participation in faculty senate. Diana will be stepping down from her chair position and will be retiring at the end spring the spring semester. Pete also thanked Jan Chadwick for her work as the chair of the Program Review Committee and her role as both the chair of the Student Learning Outcomes Assessment Committee and as the college's SLOA Coordinator. Jan was given a plaque in recognition of her contributions to the college.

Updates from Dr. Schulz:

EIR Scoping Public Forum: Dr. Schulz stated that the forum was well attended with representation from the college and the surrounding community. Some community members expressed concern regarding the addition of permanent seating and lights to Sherbeck Field. There was concern about the additional noise some felt these improvements to the field would bring to the neighborhood. Concern was also expressed regarding the lighting on a new parking structure. Questions were asked about the three homes near the college which had been purchased by the district. Greg told the senate that the current plan is to consider using that space for a small instructional building. Rather than demolish those homes, the district may consider selling them to interested parties who see historical significance in the homes and will move them elsewhere. The facilities master plan will address what will be done to mitigate the concerns brought up at the forum.

Sharon Quirk-Silva Swearing In Ceremony: Assemblywoman-Elect Sharon Quirk-Silva, an alumna of Fullerton College, will be sworn into office on Saturday, December 17 on the Fullerton College campus. Dr. Schulz stated that there will be more information in the President's Weekly and all are invited to attend.

Fullerton College Holiday Party: Dr. Schulz reminded the senate of the campus holiday party scheduled for Tuesday, December 6. Dr. Schulz also thanked the senators for all their hard work, and expressed gratitude towards those faculty who have taken leadership roles in preparing our college for the upcoming accreditation visit.

Treasurer's Report

Karen Markley thanked Mary Bogan, Monique Delatte Starkey, and Abraham Romero Hernandez for providing snacks.

VI Associated Students, Niko Diehr

Niko thanked the senate for passing a motion to allow students to serve on the Institutional Research and Effectiveness Committee. He reminded the senate of the upcoming "Wellness Week". He said that AS is looking forward to planning its spring events. Mary Bogan thanked Niko for the work that AS does on campus and stated she is impressed by how well they represent FC students.

VII CURRICULUM COMMITTEE REPORT, Jennifer Combs

Jennifer stated that the deadline to prelaunch new and revised curriculum proposals is February 6, 2017. She reminded the senate that she, Cindy Zarske, and Rachel Roschel are available for assistance with Curricunet.

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

[begin inserted text from Jan]

2015-2016 Program Review: Annual Program Review Update:

Both instructional and non-instructional programs completed the first Annual Program Review Update (APRU) in fall 2016. The programs were asked to submit an evidence-based update on new action plans, outcomes modifications, personnel changes, technology needs, and capital expenditure needs that occur between comprehensive three-year reviews. A total of 121 annual updates were submitted and only 12 programs did not submit the APRU. One instructional program that did not submit their APRU is currently in the process of hiring a full-time faculty member and five others did not because of management changes that prevented their submissions. Some of the non-instructional areas were not separately submitted, but were combined and reported in another APRU. The PRC encourage these programs that did not submit a report to do so as soon as possible and join the rest of the departments in reporting regularly in the fall.

The Program Review Committee divided into smaller workgroups and each workgroup read approximately twelve APRUs. Due to the lack of time to read reports and the fact they are not comprehensive, the PRC did not generate a Reader's Report for each update, but simply endorsed any resource requests provided. The PRC endorsed most of the resource requests; there were three requests not endorsed because they did not complete the update form in its entirety. Appended to this report is a summary of the resource requests. The spreadsheet with all resource requests is available upon request and distributed at this Faculty Senate meeting. With the approval of Faculty Senate, this report and the spreadsheets will be forwarded to both the President's Advisory Council (PAC) and the Planning and Budgeting Steering Committee (PBSC).

While most programs provided sufficient justification for resource requests, there was some confusion as to what should be included in the APRU. A summary of issues the PRC has discussed in regards to the annual report follows:

- 1) A better description of what needs to be included in the annual report.
- 2) A review of which programs submit reports and a notification process to a designated lead person of the timeline needs attention.
- 3) Faculty allocation and equipment request decisions should be made after the Program Review Committee has had a chance to go through all the annual updates.
- 4) Items programs choose to include in the APRU should not be included in the three – year comprehensive review.
- 5) The annual update form (APRU) is not just an instructional equipment supply list. The APRU is used to update any information about a program and not necessarily tied to funding requests.
- 6) Annual updates inform decisions at the campus level based on program review input from all departments and all departments should participate.

The PRC has concerns about not the number of resource requests, but the total amount of resource requests in the annual update. It seems that the annual requests should be considerably less than requests in the three-year comprehensive review, but they are not. Since this is the first submission of the annual report, perhaps the number and/or amount of resource requests will go down next fall. The intent of the annual report is that it is an update and not as thorough as the three year comprehensive self-study. In Fall 2017, instructional programs will submit their comprehensive three year self-studies while non-instructional areas will complete their next annual update. The PRC will then re-evaluate the focus and effectiveness of both reports at that time.

[end inserted text]

M/S/U (Mangan/Kyle) to accept the 2015-16 Program Review Annual Program Review Update.

Jan introduced Kelly Robertson, the interim PRC Chair, to the senate. She also reminded the senate that the PRC does not decide what funds will be allocated, so concerns about projects not being funded should be addressed to the Planning and Budget Steering Committee. Jan also informed the senate that Nora Spencer will serve as the campus Student Learning Outcome Coordinator and chair of the SLO Committee.

IX INSTITUTIONAL RESEARCH AND EFFECTIVENESS COMMITTEE REPORT, Diana Kyle
Diana stated that the IREC workgroup is finished with their report regarding the Student Equity plan. IREC, representatives from the Student Equity Committee and the Senate Exec will meet in February, prior to the formal report being presented. IREC had its first meeting, but many members were not present due to scheduling conflicts. Diana encouraged faculty to fill the remaining open seats on IREC. When the committee meets next, the first order of business will be to elect a chair.

X ACCREDITATION UPDATE, Danielle Fouquette

[begin inserted text from Danielle]

Quality Focus Essay
Summary of Action Project Goals and Objectives

Topic 1: Distance Education

Objective 1: Success and retention rates in Distance Education courses will increase.

Objective 2: Instructors teaching Distance Education courses will maintain regular and effective contact in accordance with college and district policies.

Related Goals:

- The College will implement a process for ensuring that all courses taught via Distance Education maintain regular and effective contact.
- The College will implement methods for authenticating student identification.

Action Plan items:

1. The OIRP will provide success and retention data disaggregated by method of delivery (online, hybrid, face-to-face) to Departments for Program Review. (DETF recommendation)
2. College will develop a standard protocol for verifying student identification in DE courses. (DETF recommendation)
3. OIRP gather data to create a profile of Fullerton College DE students and provide this information to Departments for Program Review. (DETF recommendation)
4. Departments will use DE profile and data to make decisions about DE offerings. (DETF recommendation)
5. Students will be required to take a DE readiness assessment at the time of registration in a DE class. (DETF recommendation)
6. Students will be provided tools to develop readiness for online classes. (DETF recommendation)
7. Both Academic and Student Services Programs will evaluate the effectiveness of their DE offerings in Program Review. (DETF recommendation)
8. The College will explore ways to effectively evaluate both faculty teaching online. (DETF recommendation)
9. In consultation with Counseling, DEAC should discuss the value of inclusion of student readiness for DE into existing Counseling courses. This is in addition to the provision of self-led tutorials available on the DE website.

Topic 2: Institutional Effectiveness

Objective 1: The College will increase the attainment of Institutional Student Learning Outcomes.

Objective 2: The College will integrate ISLO data into decision-making processes.

[end inserted text]

XI ELECTIONS, Josh Ashenmiller
District-wide Enrollment Management Advisory Committee (DEMAC)

Dale Craig (Bus/CIS)

Student Equity Committee, Nat Sci Division Rep Spring 2017 replacement for Spiridon Dimitratos (2016-18) **Annie Bianchino (Nat Sci)**

XII OLD BUSINESS

Approval of Student Drop Response Options

Pete proposed an amendment to the senate resolution regarding the response options to include the statement:

“The FC Faculty Senate requests that this survey be implemented on the condition that survey results are only shared with faculty members and cannot be used for instructor evaluations. Data should be made available to the FC Office of Institutional Research and Planning for the purposes of research on student success. Publicly shared data will be aggregated in a manner that maintains faculty anonymity.”

There was discussion about the various student drop response options. Concern was expressed over the third option, “Instructor”. Some felt that having this as an option could lead to this tool being used as an evaluation of an instructor. Jennifer Combs mentioned that this is the only response that is not specifically the student’s responsibility. The other options deal with student issues, for example, work load and financial challenges.

M/S/U (Wilson/Mangan) to accept Pete’s amendment regarding the senate resolution and to eliminate response “Instructor”.

Danielle Fouquette made a friendly amendment to remove the question “Is there anything else you would like to share about why you are dropping the course?” and to add the statement “Please share more about why you are dropping the course”. Marcus Wilson and Mike Mangan accepted the friendly amendment.

Students of Distinction

Danielle asked about the criteria for nominating a student of distinction. All four categories require that a student must not have a current or past violation of NOCCCD BP 5500 Standards of Conduct and Discipline. She suggested that for the Personal Achievement category, it might be possible that students have a past violation which they have since overcome, and wondered if the criteria might be changed for this

category. Joe Carrithers stated that the Students of Distinction Committee had not met since their previous presentation at senate. Danielle has shared this concern with Melissa Castaneda and the committee can discuss it at a future meeting.

It was the sense of the Senate to endorse the new Students of Distinction format.

XIII NEW BUSINESS

Information Services Updates, Deborah Ludford

Deborah Ludford highlighted new information available on the NOCCCD website regarding the Information Services Department. She showed senators the I.S. Planning/Projects website where the status of all I.S. projects is available. She also showed senators the Technology Coordinating Council website where the IT Governance Organizational Chart and District Technology Map of Roles and Responsibilities are located. Deborah explained the different committees, their responsibilities and areas of focus. She clarified the role her office and that of Academic Computing Technologies (ACT) on campus. A question was asked about the impact of Canvas on her office. She indicated that implementing Canvas would be a minor change to her operations, since Canvas is cloud-based but Blackboard is not. She stated that her office will support whatever the district entities decide. She also said that if someone is experiencing problems with Banner to contact ACT first. She encouraged faculty to fill out the surveys they received as part of the Network Refresh Project. When asked about the new version of My Gateway, Deborah indicated that it would be mobile ready. Diana Kyle thanked Deborah for her efforts to bring Qualtrics to the district.

State Chancellor's Resolution, Danielle Fouquette

Danielle has written a resolution that she shared with senate for discussion. It was in support of the letter recently written by Janet Napolitano, University of California President, Timothy P. White, California State University Chancellor and Eloy Ortiz Oakley, the California Community Colleges Chancellor-Designate. Their letter was written to President-Elect Trump in support of the Deferred Action for Childhood Arrivals (DACA) program. There was some discussion about how a resolution from our college could have the most impact and how best to show support for our students. A suggestion was made to work with the Associated Students. There was also discussion about having one resolution that would support the chancellors' letter and that would specifically support our students. When asked if other colleges had created resolutions, Danielle said she has done some research but did not find specific examples. Danielle will take senator's suggestions and will work on a resolution to present at a future senate meeting.

M/S/U (Markley/Wilson) to table this issue until the February 2 senate meeting.

XIV LIAISON REPORTS

United Faculty, Dale Craig

Dale stated there are three items that UF will be negotiating: lecture/lab hour pay, benefits and student evaluation for peer reviewed faculty. Benefits is becoming

more complicated since a new tax law could be passed that would tax health benefits. Danielle asked about teaching courses as overload and not being compensated for overload office hours. Dale stated that this would have to be negotiated.

Adjunct Faculty United, Frank Perez

No report

The meeting adjourned at 5:00P.

Respectfully submitted,
Heather Halverson, secretary