

**Fullerton College Faculty Senate
approved minutes
2 March 2017**

present, according to sign-in sheet

At-large	Flor Aguilera Huerta, Gigi Blanche, Julie Felender, Bryan Ouchi
Business/CIS	Loretta Calvert, Ming Scott
Counseling	Lorena Marquez, Ruth Sipple
Fine Arts	Monica Lee, Michael Scott
Humanities	Brandon Floerke, Danielle Fouquette, Bob Lundergan, Mike Mangan
Library	Jill Kageyama
Math/Comp. Sci.	Abraham Romero Hernandez, Kara Pham
Natural Sci.	Rita Higgins, Gretchen Stanton
Part-time	Sarah Gray, Marc Titel
Physical Ed.	
Social Sci.	Bob Byde, Tom Chiaromonte, James Crippen
Student Services	
Tech./Engineering	
Associated Students	Niko Diehr
President	Pete Snyder
President-elect	Josh Ashenmiller
Curriculum Comm.	
Treasurer	Karen Markley
Secretary	Heather Halverson
Guests	Joe Carrithers, Associated Students Advisor, English Dept. Dana Clahane, Vice President and Grievance Representative UF/NOCCCD, Math Dept.

Taylor Gaetje, Vice President of Student Senate
Samantha Krag, English Dept.
Janet Thomas, District Manager, Human Resources
Lizeth Valencia, Human Resources Coordinator

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 (Mangan/Titel) to approve the 16-Feb. 2017 minutes.

III APPROVAL OF THE AGENDA

M/S/U (Markley/Calvert) to approve the agenda for this meeting.

IV PUBLIC COMMENTS

Danielle Fouquette encouraged faculty to attend the upcoming Board of Trustees meeting to show support for Resolution No. 16/17-18, Support for Students and Privacy of Student Records.

Samantha Krag encouraged faculty to think about books that have broad appeal to multiple disciplines to nominate for One Book, One College. Those wanting to nominate a book can go to fullcoll.oboc.wordpress.com Faculty who would like to serve on a committee to choose the book for One Book, One College and help with events can email Samantha at skrag@fullcoll.edu.

Josh Ashenmiller shared that Dr. Jo Wen Wu has been selected as a recipient of the 2017 Hayward Award. A card was passed around for senators to write the congratulatory wishes.

Dana Clahane asked faculty if their Division had formed Departments subject to Article 16 of the Collective Bargaining Agreement. He also asked if coordinators of departments in the Divisions were elected or appointed. Non-elected coordinators can be appointed by the Dean, but faculty in these coordinated areas do not have the same rights as departments with elected coordinators via Article 16. Faculty are welcome to contact Dana or Dale Craig if they have any questions about these issues.

V EXECUTIVE COMMITTEE REPORTS

President's Report, Pete Snyder

Budget update: Pete stated that the district is projecting an \$8 million deficit. The district will have a year of stabilization funding and will work towards matching enrollment to the FTES target. Some possible solutions to increase enrollment are providing a winter session, having a soft freeze on hiring, implementing flex days (which were part of the bargaining agreement from the 2015-2016 year) and increasing the number of international students enrolling at our colleges. Dana Clahane stated if the

district fills all openings for faculty positions, our district will be over our Faculty Obligation Number (FON) by 11 positions. He encouraged faculty on those hiring committees to keep this in mind, scrutinize applicants and hire only the top candidates. He stated that if we are over our FON, then the district can use this as an argument against a salary increase, making it difficult to attract and retain high quality faculty for our students. Danielle Fouquette shared that it is important for hiring committees to look at the needs of our students, and that it seemed unethical to have concerns about FON affect how many faculty positions we fill.

Board of Trustees update: The resolution passed by the Fullerton College Faculty Senate was well received by the Board of Trustees (BOT). The board also approved the Substantive Change Proposal. Pete stated that Joe Carrithers did an excellent job of presenting the proposal and answering questions. The BOT is discussing a resolution in support of Deferred Action for Childhood Arrivals (DACA) but some board members do not agree with all parts of the resolution. He also shared that the Cypress College Academic Senate and the School of Continuing Education Academic Senate are creating resolutions in support of DACA.

Board Policy regarding student use of recording devices in class: Pete stated that he brought this issue up at the last District Consultative Council (DCC) meeting. The Chancellor's Staff will look into this issue.

Flex days: Pete informed the senate that Jeanne Costello would attend the March 16 senate meeting to discuss staff development activities for flex days.

Measure J update: Pete provided senators with the 2015-16 Measure J Community Progress Report.

Commencement: This event will take place Saturday, May 27 at 9 a.m. Faculty are needed to serve as readers and marshals.

Men's basketball: The team plays for an opportunity to advance to the state championship Saturday, March 4 at 7p.m. This is a home game versus Chaffey College.

Treasurer's Report

Karen Markley thanked Julie Felender, Danielle Fouquette, and Lorena Marquez for providing snacks.

VI ASSOCIATED STUDENTS, Niko Diehr

Niko thanked the senate for its support for the resolution in support of renovating Sherbeck Field. AS has taken this resolution to the Planning and Budget Steering Committee (PBSC) and then to the president's Advisory Council (PAC). AS received feedback at PAC that they will incorporate into the resolution.

Niko briefly discussed the information that had gone out to the campus community about a meditation room. This was not endorsed by AS, and AS is working with the college administration to find a viable space for an inter-faith prayer room.

VII CURRICULUM COMMITTEE REPORT, Jennifer Combs

No report.

VIII PROGRAM REVIEW COMMITTEE REPORT, Kelly Robertson

Although Kelly was not there to provide a report, Pete Snyder asked if any senators on the PRC knew more about the possibility of using eLumen for program review. Mike Mangan shared that this was not something that the committee had decided. He did share that the committee wanted to change the time line of submitting program review so it aligned with budget deadlines. The committee wants to change the cycle to run from spring to fall, rather than fall to spring.

IX SLOA COMMITTEE REPORT, Nora Spencer

On behalf of Nora Spencer, Pete Snyder read the following:

[begin inserted text from Nora]

The SLOA committee is almost done updating (with a lot of work by Jan Chadwick) the Fullerton College Student Learning Outcomes and Assessment Preferred Practice Handbook that is posted on the slo.fullcoll.edu website. We will bring it to curriculum and then the senate for approval when it is complete. The curriculum committee and senate approved this current handbook fall 2011.

The previous 3-year cycle for SLO assessments fall 2014 through spring 2017 was adopted to coincide with program review and because it would provide more time for faculty to implement results from their assessment, have meaningful dialog at meetings campus-wide, and have data so they can 'close the loop' to report in program review. The SLOA committee would like to recommend the continuation of this process with the next 3-year cycle fall 2017 through spring 2020 be adopted/approved by faculty senate and the curriculum committee.

[end inserted text]

X INSTITUTIONAL RESEARCH AND EFFECTIVENESS COMMITTEE REPORT,

Although there was no report given by an IREC committee member, Pete Snyder shared that as result of the motion passed at the Feb. 16 senate meeting, the senate exec has started to develop a calendar of activities for IREC. While that calendar is still being developed, the first item for IREC to review will be the program review process.

XI ACCREDITATION UPDATE, Danielle Fouquette

Danielle shared that by Tuesday, March 7, a second draft of the self-study will be available online.

XII ELECTIONS, Josh Ashenmiller

FC Curriculum Chair (2017-2020) **Jennifer Combs (Couns)**

District Innovation Fund Workgroup. One faculty still needed.

Program Review Committee, 2015-18 **Cal Young (Nat Sci)**

Dean of Student Support Services Hiring Committee (3 faculty needed, +1 UF rep) **Jodi Balma (Soc Sci), Joe Carrithers (Hum), Flor Huerta (Couns), Bryan Ouchi (Couns)**

5TH CALL: Institutional Integrity Committee **Rita Higgins (Nat Sci)**

6TH CALL: Institutional Research and Effectiveness Committee , 2016-18
still needed: Fine Arts, Lib, Nat Sci

Institutional Research and Effectiveness Committee (IREC) Chair. Position still open.

XIII OLD BUSINESS

Students Audio/Video Recording in Classroom

Pete shared during the president's report that this issue is now with Chancellor's staff.

Human Resources Screening for Minimum Qualifications

Janet Thomas and Lizeth Valencia from the NOCCCD Office of Human Resources provided senators with information regarding completeness of employment applications and the policy for screening applicants for minimum qualifications. They clarified that if applicants discover a mistake after submitting the application, they can contact the Office of Human Resources and have the application reopened to fix the mistake. This can only happen before the submission deadline.

Senators asked about the screening for minimum qualifications. When PeopleAdmin was first presented to faculty, one of the selling points was that the staff in the Office of Human Resources would do this screening. Once the hiring process started, there seemed to be inconsistency with this practice. Some hiring committees were having their applicants screened by Human Resources for minimum qualifications, while others had to do their own screening. Lizeth stated that initially, the Office of Human Resources thought they would do all the screening for minimum qualifications with the implementation of PeopleAdmin. That year there were 87 hires, with five different closing deadlines. Once the first deadline passed, it was determined there was not enough staff in Human Resources to manage all the screening. As a result, the remaining hiring committees were informed that the committees must screen for minimum qualifications. Janet pointed out this practice is consistent with the Tenure-Track Faculty Hiring Policy #3004 (Administrative Guide). Although the policy has not been updated since 1994, it does state that the committee chair, in consultation with at least one representative from the committee, will examine each applicant's materials for being compliant with minimum qualifications.

The Office of Human Resources consulted with Chancellor's Staff and they agreed that the committees would now screen for minimum qualifications. Bob Bye pointed out that faculty were not consulted when this decision was made. Lizeth stated

that when PeopleAdmin was implemented, the Office of Human Resources was trying to be helpful but could not manage the volume of applicants. Janet pointed out that having the committee chair and a representative from the committee doing the screening is consistent with board policy.

Brandon Floerke thanked Janet and Lizeth for attending the senate meeting and encouraged Human Resources to communicate more regularly with faculty. They replied that they welcome feedback.

Bob Lundergan asked about the change to the job fair. In the past, our district has attended the California Community College Job Fair at LAX. He wanted to know why this year we did not. Janet stated that they had received feedback from some faculty who attended that there were issues with parking and they did not have a large turnout of applicants. Bob pointed out that this annual event is nationally recognized and by not participating our district may lose out on qualified candidates. Janet stated that some people thought by hosting a district job fair, our colleges could attract candidates who were specifically interested in working at NOCCCD.

XIV NEW BUSINESS

Distance Education Advisory Committee Handbook, Angela Henderson

Angela provided the senate with a section from the Distance Education Faculty Handbook. The Distance Education Advisory Committee (DEAC) is still working on completing the handbook. A question was asked about the Distance Education Mission Statement since it includes a statement about Fullerton College not offering an online degree program. Angela stated that the DEAC had received that statement from Lisa Montagne, and Joe Carrithers said it was previously created by a former campus distance education committee. Now that our online offerings have increased, and it is possible to complete some degrees online, it was suggested that the mission statement be updated. When asked about regular and effective contact with students, Angela stated that DEAC asked its committee members to ask for best practices from faculty in their respective divisions. She reminded the senate that regular and effective contact needs to be documented.

When asked about training requirements for faculty teaching distance education courses, Angela shared that while other colleges have training as part of the faculty contract, NOCCCD does not. This would need to be negotiated by United Faculty. DEAC recommends that faculty complete the Online Teaching Certificate offered through Staff Development. When asked about how students can best be prepared for online classes, Angela stated that the Online Education Initiative (OEI) offers readiness tutorials and online tutoring which our college would have access to if we vote to adopt Canvas.

DEAC is working to finish the handbook and Angela will be bringing additional sections to senate. By May 4th, the senate will need to vote whether or not to adopt Canvas. Angela reminded the senate that if Canvas is not adopted, then our college would not be part of OEI. It is important that faculty make an informed decision. If the senate votes to adopt Canvas early enough, and it gets approved at PAC, it could be implemented this summer. If the vote happens too late in the semester, then our college could use the free version of Canvas for summer and implement Canvas in fall.

Danielle Fouquette suggested that the word “policy” be replaced with “procedure” in the DEAC handbook.

Mike Mangan commended Angela and DEAC for all their hard work.

XV LIAISON REPORTS

United Faculty

No report.

Adjunct Faculty United

No report.

The meeting adjourned at 4:56P.

Respectfully submitted,
Heather Halverson, secretary