

**Fullerton College Faculty Senate  
approved minutes  
18 May 2017**

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

At-large	Gigi Blanche, Julie Felender, Flor Huerta, Bryan Ouchi
Business/CIS	Loretta Calvert, Ming Scott
Counseling	Robert Gamboa, Lorena Marquez, Ruth Sipple
Fine Arts	Michael Scott
Humanities	Mary Bogan, Brandon Floerke, Danielle Fouquette, Bob Lundergan, Mike Mangan
Library	Jill Kageyama
Math/Comp. Sci.	Abraham Romero Hernandez, Kara Pham
Natural Sci.	Mike Baker, Gretchen Stanton
Part-time	Marc Titel
Physical Ed.	Pam Lewin
Social Sci.	Bob Byde, Tom Chiaromonte, James Crippen
Tech./Engineering	
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 Research and Planning Doug Benoit, Dean of Business, CIS and Economic Workforce Development Joe Carrithers, Associated Students Advisor, English Dept. Dr. Gil Contreras, Vice President of Student Services Dale Craig, United Faculty, Bus/CIS Division

Dr. Sam Foster, Chemistry Dept., ASCCC representative  
Taylor Gaetje, President of Student Senate  
Rodrigo Garcia, Vice President of Administrative Services  
Zachary Harless, Theater Arts Dept.  
Lisa McPheron, Director of Campus Communications  
Dr. José Ramón Núñez, Vice President of Instruction  
Linda Shideler, Math Dept.  
Dr. Greg Schulz, FC President  
Nora Spencer, SLO Coordinator, SLO Comm. Chair, CIS Dept.  
Ken Starkman, Dean of Technology and Engineering  
Brandon Tran, Accounting Dept.

I CALL TO ORDER

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

II APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

**M/S/P (Mangan/Gamboa) to approve the 4-May 2017 minutes.**

Abstention: Titel

III APPROVAL OF THE AGENDA

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

IV PUBLIC COMMENTS

No comments.

V EXECUTIVE COMMITTEE REPORTS

**Updates from Dr. Schulz:**

**Students of Distinction:** Dr. Schulz shared that Scott Begneski and Russell Hillabrand were awarded “Distinguished Students of the Year.” He also thanked faculty for their support of students.

**Interim Dean of the Social Science Division:** Dr. Schulz announced that Jorge Gamboa has been selected to serve as Interim Dean of the Social Science Division. He thanked faculty who served on the hiring committee.

**Graduation applications:** Dr. Schulz informed the senate that this year 2,782 graduation applications had been submitted. This is a 2.7% increase from last year and the largest number of applications so far. He also shared that he is proud of the number of Career and Technical Education (CTE) programs at Fullerton College. According to data provided by the State Chancellor’s Office, Fullerton College has 8,998 Full Time Equivalent Students (FTES) in CTE programs. This number is the highest of any community college in Los Angeles or Orange counties. This data is from last year and Dr. Schulz stated that this year’s data should be available soon. Dr. Schulz shared that he is proud of our high quality CTE programs and the many other programs the college offers. He expressed gratitude for our student-centered faculty.

### **President's Report, Pete Snyder**

**Career and Technical Education (CTE) update:** Dean Benoit and Dean Starkman provided an update regarding the Strong Workforce Initiative. They stated that the \$1.6million for the first round of funding had been extended to 2019. The college is entering its second round of funding. They informed the senate that they hosted workshops for those wishing to submit proposals for the second year of funding. Proposals will first be submitted to the Division Dean, then they are reviewed by deans and Dr. Núñez, and then submitted to a district committee for a final review. 17% of second year funding will be held back to be used as incentive funding for colleges that are doing well based on factors such as number of students completing CTE programs and employability. Faculty interested in seeing what projects have been funded can go to [doingwhatmatters.cccco.edu](http://doingwhatmatters.cccco.edu). When asked about using Strong Workforce funds for hiring, Dr. Schulz stated it had so far only been used for temporary hires.

**Administrators of the Year:** Pete Snyder presented Dean Benoit and Dean Starkman the Senate's "Administrator of the Year" award for their work in CTE programs. He also presented Lisa McPherson the Senate's "Administrator of the Year" award for her work in increasing the visibility of Fullerton College.

**Terming out Senators:** Pete thanked the following senators for their service and participation in shared governance: Bob Hyde, Tom Chiaramonte, Amy Garcia, Rita Higgins, Monica Lee, Pam Lewin, Mike Mangan, Lorena Marquez, Ming Scott and Marc Titel. Each were presented with a plant from our Horticulture Department.

**IEPI visit:** The Partnership Resource Team (PRT) will make their second visit on Friday, May 19. All are welcome to attend. The meeting is at 9:30-11A in room 228.

**Network Refresh:** Pete provided senators with a handout from the Board of Trustees regarding the Network Refresh Assessment Results and Design Phase Authorization.

**Adjunct Faculty Hiring Workgroup:** Pete shared that this workgroup had its first meeting. Flor Aguilera-Huerta, who serves on this workgroup, reported that the first meeting gave members time to share current adjunct hiring practices. They will not meet over summer. Dana Clahane emailed out an updated plan with edits for faculty to review and provide input.

### **Treasurer's Report**

Karen Markley thanked Jill Kageyama, Abraham Romero Hernandez, Kara Pham and Ruth Sipple for providing snacks.

### **VI ASSOCIATED STUDENTS, Niko Diehr**

Niko introduced members of 2017-2018 Associated Students Senate Exec. Pete Snyder thanked Niko for his service as AS president and AS's collaboration with Faculty Senate.

VII CURRICULUM COMMITTEE REPORT, Jennifer Combs

Jennifer informed the Senate that Marwin Luminarias was hired as Fullerton College's curriculum specialist. His start date is May 30. The curriculum process is on hold May 22 through August 28, but faculty members are encouraged to work on proposals over summer. The Curriculum Committee is looking at curriculum management systems from CourseLeaf and Elumen. Both systems communicate with Banner. Other community colleges are piloting these systems and the committee will not consider a switch until they get the results of the various pilots. CourseLeaf is the company Fullerton College is using to develop a fully online catalog. Dr. Núñez clarified that although the college will have an online catalog on a trial basis starting in August, the PDF version will still be the official catalog. Jennifer informed the senate that Cindy Zarske had updated curriculum resources on the curriculum website.

Jennifer also reminded the Senate that faculty teaching online courses should read the DEAC handbook. It will be important that they demonstrate regular and effective contact.

VIII PROGRAM REVIEW COMMITTEE REPORT, Kelly Robertson

No report.

IX SLOA COMMITTEE REPORT, Nora Spencer

Nora reported that the SLOAC approved a Student Learning Outcomes (SLO) Handbook. She will email this handbook to Heather Halverson for distribution to the Senate. Josh will email senators to vote electronically to approve the SLO Handbook.

**Update: On 31-May 17, the SLO Handbook was approved by the Senate via email.**

Nora informed the Senate that the campus will be upgrading to ELumen 6.5. Nora will update training materials. She encouraged faculty to enter SLO data into ELumen.

X INSTITUTIONAL RESEARCH AND EFFECTIVENESS COMMITTEE REPORT

Josh reported that Dale Craig was elected IREC chair. The committee met and created an agenda. The first item they will study will be the faculty allocation process. In the future, IREC will continue to respond to the needs of the Senate, gather information and research topics as needed. In the fall Dale will contact IREC members to put together a meeting schedule.

XI ACCREDITATION UPDATE, Danielle Fouquette

Danielle highlighted changes to the Self-Evaluation Report (SER). More details were added to some sections, information was updated in the Quality Focus Essay (QFE) and a "Once a Hornet" feature was added. "Once a Hornet" will include examples throughout the SER of the legacy of greatness at Fullerton College. The updated

Fullerton College Mission Statement was not approved in time to be included in the SER, but it will be approved by the time the accreditation team visits.

Danielle reviewed the QFE and the two major action projects Fullerton College is committing to over the next two years. Danielle worked with Callista Lee, chair of Distance Education Task Force, and Angela Henderson, Distance Education Advisory Committee (DEAC) chair, as well as DEAC members, on Action Project #1: Improving Online Education. The QFE includes a summary of steps and tasks regarding the evaluation of instruction in distance education courses. The goal was not to add another layer of scrutiny to the evaluation process, but to determine how instruction in online courses would be evaluated. In the current peer review process, there is no guarantee that if an instructor is teaching online that instruction in the online class will be evaluated. Dale Craig stated that the evaluation of instruction is clearly spelled out in the contract. If there were any changes to this process it would need to be negotiated. Danielle pointed out that both United Faculty and AdFac United are listed under the "Responsible Parties" section. QFE Action Project #2: Regular Evaluation of Institutional Effectiveness states that the college will integrate institutional-set performance data into the decision-making process. Danielle stated that will not be the only information used.

**M/S/P (Fouquette/Floerke) that the Faculty Senate support the Quality Focus Essay.**

Abstention: Romero Hernandez

**M/S/U (Fouquette/Mangan) to authorize that Faculty Senate President to sign the Self-Evaluation Report.**

XII ELECTIONS, Josh Ashenmiller  
Curriculum Committee (1 faculty/div, 3-yr term, 2017-20) **Gary Graves (Bus/CIS),  
Jon-Michael Hattabaugh (Couns), George Bonnand (Tech/Eng)**

Program Review Committee (1 faculty/div, 3-yr term 2017-20) **Kelly Robertson  
(Tech/Eng)**

One open seat: Math/CS

Faculty Allocation Committee (1 faculty/div, 2-calendar-yr term, 2017-18)  
**Michael Scott (Fine Arts)**

Student Learning Outcomes Assessment Committee (1 faculty/div, 2017-19)  
**Behnoosh Armani (Couns), John Ison (Hum), Jill Kageyama (Lib)**

Four open seats: Fine Arts, Nat Sci, PE, Tech/Eng

Distance Education Advisory Committee (2-yr/1-yr terms, to be staggered)  
**Queen Peterson (Couns), Marcus Wilson (Bus/CIS, at-large seat)**

Nine open divisional seats: Bus/CIS, Fine Arts, Hum, Lib, Math/CS, Nat Sci, PE, Soc Sci, Tech/Eng  
One open at-large seat.

Honors Program Advisory Committee (1 faculty/div, 2017-19) **Kelly Nelson-Wright (Soc Sci)**

General Education Advisory Committee (2017-19) **Nick Arman (Couns), Heather Halverson (Couns), Gigi Blanche (Soc Sci)**  
One open seat, any division

Student Success Committee (1 faculty/div, 2-yr term, 2017-19)  
Two open seats: Lib, Math/CS

Student Equity Committee (1 faculty/div, 2 replacement 2-yr terms, 2016-18) **Cristina Arellano-Dueñas (Couns)**  
One open seat: Lib

Institutional Integrity Committee (1 faculty rep needed, no more than two per division, staggered 2-yr terms)  
One open seat, any division except Soc Sci

Institutional Research and Effectiveness Committee (1 faculty rep per division, staggered 2-yr terms)  
Three open seats: Fine Arts, Lib, Nat Sci

Institutional Research and Effectiveness Committee (IREC) Chair (2-yr term) **Dale Craig (Bus/CIS, at-large)**

### XIII OLD BUSINESS

#### **Fullerton College Mission Statement**

Carlos Ayon summarized the minor changes to the Fullerton College Mission Statement since the last time Senate reviewed it.

#### **M/S/U (Mangan/Titel) to approve the Fullerton College Mission Statement.**

#### **Update on grant writing**

Pete Snyder stated that Dana Clahane is working on simplifying this process.

### XIV NEW BUSINESS

Pete Snyder passed the gavel to Josh Ashenmiller who assumed the role of Faculty Senate President.

#### **Distance Education**

Josh shared that there was discussion at the Senate Exec meeting with President's Staff regarding the upcoming visit by the accreditation team. Team members will need access to online courses. Jennifer Combs expressed concern regarding students' right to privacy. Joe Carrithers, who has served on several accreditation teams, reminded the Senate that team members sign a confidentiality agreement. He also stated that in his experience the team is given administrator access to online courses. The importance of informing faculty teaching online courses, and students enrolled in these courses, about the team's visit was discussed. It was suggested that faculty inform students in their course syllabi that the accreditation team will visit the campus and could visit their classes. Danielle reported that the Accreditation Steering Committee recommended that the college comply with any level of access the visiting team requested. It was the sense of the Senate to support the college administration in its decision to comply with the request of the visiting team for any level of access to online courses.

**M/S/U (Combs/Ashenmiller) that faculty and students be clearly notified that an accreditation visiting team member could visit their classes.**

#### **Faculty Senate Retreat**

Josh distributed a second draft of the retreat agenda. Senators were encouraged to provide feedback to Josh.

#### XVI LIAISON REPORTS

##### **United Faculty, Dale Craig**

Dale Craig reminded the Senate that starting July 1 faculty will get a 3% salary increase and a 1% increase on fringe benefits. The \$1,250 towards fringe will now be permanent. Because COLA is currently 1.56%, a faculty survey was conducted regarding where the .56% should be applied. The majority of respondents chose to apply it to salary.

##### **Adjunct Faculty United**

No report.

The meeting adjourned at 5:10P.

Respectfully submitted,  
Heather Halverson, secretary