

**Fullerton College Faculty Senate
approved minutes
21-May 2020**

present

At-large	Julie Felender, Gary Graves, Karen Markley, Bryan Ouchi, Marcus Wilson
Business/CIS	Kathy Standen, Phat Truong
Counseling	JP Gonzalez, Lorena Marquez, Ruth Sipple
Fine Arts	Megan Debin, Michael Mueller, Chad Willis
Humanities	Elizabeth Gaitatjis, Amy Garcia, Bridget Kominek, Annie Liu, Jeanette Rodriguez
Library	Val Macias
Math/Comp. Sci.	Scott Malloy
Natural Sci.	Seung Ji, Katie Kroupa, Stephanie Nobles
Part-time	Naveen Kanal, Ian McHugh
Physical Ed.	Lisa Bassi, Pam Lewin
Social Sci.	Moe Abdel Haq, Kelly Nelson-Wright, Ruben Lopez
Tech./Engineering	Benjamin Cuatt
Associated Students	Tina Cruz
President	Kim Orlijan
Past-president	Josh Ashenmiller
Curriculum Comm.	Jennifer Combs
Treasurer	Mike Baker
Secretary	Heather Halverson
Guests	Albert Abutin, Dean of Enrollment Services Jodi Balma, Political Science faculty George Bonnard, Machine Technology faculty Linda Borla, Cypress College English faculty/UF Lionor Cadena, Anthropology faculty

Joe Carrithers, English faculty
Dr. Gilbert Contreras, Vice President of Student Services
Jeanne Costello, English faculty
Christie Diep, Cypress College English faculty/UF President
Danielle Fouquette, English faculty
Aline Gregorio, Geography faculty
Darnell Kemp, Distance Education Manager
Jennifer Labounty, Dean of Counseling
Corey Lamb, former FC student
Scott Lee, Counseling faculty
Dr. Elaine Lipiz Gonzalez, Dean of Student Support Services
Lisa McPheron, Director of Campus Communications
Jennifer Merchant, Program Coordinator, Internships and
Workforce
Roger Perez, English faculty
Jeremy Peters, Cypress College Culinary Arts faculty/UF
Liz Putman, Cypress College Nursing faculty/UF
Joseph Ramirez, Director of Institutional Research & Planning
Dr. José Ramón Núñez, Vice President of Instruction
Kaylan Rasch, Counseling faculty
Tim Ream, Library faculty
Kelly Robertson, Administration of Justice faculty
Kevin Sampson, Administration of Justice faculty
Rolando Sanabria, Counseling faculty
Dr. Greg Schulz, FC President
Ketan Shah, Mathematics faculty
Deanna Smedley, Counseling faculty
Arnetta Smith, Ethnic Studies faculty
Monique Starkey, Library faculty
Matt Taylor, Communication Studies faculty
Dao Vo, Mathematics faculty
Dani Wilson, Dean, Library/Learning Resources, Instructional
Programs and Services

- I. CALL TO ORDER
The meeting was called to order at 3:05P by Kim Orlijan.
- II. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING
The Senate approved the 7-May minutes.
- III. APPROVAL OF THE AGENDA
The Senate approved the agenda for this meeting.

IV. PUBLIC COMMENTS

Aline Gregorio shared that the Sustainability Committee has drafted a Board Policy (BP) which will be presented to PAC in the fall.

Jodi Balma presented results of a survey of Honors students regarding courses being designated as “remote” in the class schedule.

Gary Graves shared reasons why he would like to serve on the Hiring Committee for the Executive Director, Fullerton College Foundation.

Leonor Cadena reported that a survey for faculty of color went out to over 1,000 faculty and the deadline to submit responses is 1-Jun. She reported that the Instructor Mentor Program will be postponed until spring 2021.

Jennifer Merchant informed senators that a Virtual Career and Internship Fair will take place 3-Jun.

Corey Lamb shared concerns regarding courses being listed as “online” in the fall class schedule.

Scott Malloy read a statement on behalf of Mareike Claassenn, expressing interest in serving on the Hiring Committee for the Executive Director, Fullerton College Foundation.

Monique Starkey gave a lively book talk to senators and provided a summer reading guide which can be found at fullcoll.libguides.com/LeisureReads.

Tim Ream provided an update on library services and placing textbooks on reserve for the fall semester.

V. REPORT FROM FULLERTON COLLEGE PRESIDENT, GREG SCHULZ

Dr. Schulz reported that current head count enrollment for summer is 7,984 which is up 10.5% from last summer. The projected FTES for summer is up 26% when compared with this time last year.

He congratulated faculty members who are retiring and those who were granted tenure.

He reported that he will continue to keep the campus community informed regarding financial implications of the reduction in statewide revenue.

He informed the Senate that food and lap top distribution will continue through summer and fall.

This year Fullerton College has its largest graduating class in history, with 4,650 degrees being awarded. This is 23% higher than last year.

He thanked Josh Ashenmiller for his leadership in Faculty Senate.

VI. EXECUTIVE COMMITTEE REPORTS

President’s Report, Kim Orlijan

Items of Note from Operations Review Team Meetings:

- The team will be shifting gears a bit to include not only reports and updates from the various groups (facilities, health and student services, distance education, etc.) but also planning work for the fall and spring. They will be meeting at least a few times over the summer.

Items of Note from the Council on Budget and Facilities Meeting, 5/11:

- Part of the information centered around the 2020-21 tentative budget assumptions. Kim included the entire CBF meeting packet as a separate pdf attachment emailed to senators. She directed senators to page seven of the packet, Schedule A. On the middle of the page, you will find this:

Net Revenue less Expenditures for Different COLA Scenarios		
2.29% COLA (used in initial budget assumptions above)	\$	11,196,645
0.00% COLA	\$	6,534,661
(2.00%) COLA	\$	2,463,059
(5.00%) COLA	\$	(3,644,344)
(10.00%) COLA	\$	(13,823,348)
(15.00%) COLA	\$	(24,002,353)

Essentially, this demonstrates the potential scenarios for 20-21 for the ongoing budget assumptions and does not include any assumptions connected to negotiations. The bigger the state cuts (the parentheses means negative, essentially), the more likely the district will not have a surplus (that is the best way to put it). A group (FCMAT) that provides fiscal assistance and services to California k-14 educational agencies predicted a state deficit of 2-10%; its report is in the CBF packet. The Governor's May revise indicates that there will be significant cuts (about 10%) to the general fund, and even more to SEA funding, and Strong Workforce (over 50% for the latter). Check out pages 52-55 of the Higher Education section of the [May Revise](#) for more information. The bottom line is that the budget is—unsurprisingly—not something to celebrate. One of the DCC attachments entitled “May Revision Budget Summary,” prepared by Chancellor Marshall, is an especially useful thumbnail.

- Another not-very-cheery part of the CBF meeting had to do with one-time funds. Now, you may recall that the Faculty Senate has discussed one-time funding priorities several times over the past year, and you have seen tables of one-time funds in several of my reports. If you scroll to page fifteen of the CBF packet, you will see a revised table. Some adjustments have been made in part because the district thinks that it will not receive the hold harmless allocation it had previously anticipated. Also note that some of the categories that had previously had large dollar amounts connected to them (e.g., student basic needs, EFMP) have blanks next to them now. You will, though, see that a new category exists, with about \$10.5 million attached to it—“COVID-19 Expenses.” Again, not a surprise. The question of how these funds will be allocated (proportionally to each campus?) has yet to be determined and will be discussed at the June CBF meeting.

Items of Note from DCC meeting 5/18/20:

- After writing the above information from the CBF meeting, Kim attended the DCC meeting on May 18. The members of DCC received updated budget information, so some of what you just read may not now be completely accurate. But she wanted to provide you the whole picture and the snapshots of the discussions. Here are some high (well, low) lights:

- The District is projecting a structural deficit of almost \$9.5 million. But, it also thinks that it can use various budgeting strategies to help offset the deficit for the next year, depending on negotiations.
- Hold harmless provisions will be extended another two years—until 2023-24
- The one-time funding document has been revised again. Please see attached image from the DCC agenda packet.

Items of Note from PAC meeting 5/13/20:

- CARES Act funding discussion: FC was allocated over \$10 million of CARES Act funding, of which at least 50% must be used (and has begun to be distributed) as direct aid to students. The other half or so can be used for other costs incurred as a result of COVID-19. So, PAC discussed a possible list of funding priority recommendations:
 - Cash/aid to students
 - Campus costs as a result of COVID-19
 - Computers/technology
 - Food distributions/supplies for basic needs
 - PPE, supplies (masks, furniture and workspace modifications)
 - Staffing costs (staffing costs supported by parking fees, health fees, bookstore, mailroom/production, campus facilities rentals, shift differential for staffing patterns for social distancing, etc.)
 - Additional distance education costs (staffing costs, training costs, remote labs, etc.)
 - Antibody testing (partner with outside agencies)
 - If you have any additional items you would like me to bring to the next discussion about CARES Act funding priorities, please let me know. Also, if you would like more information about the CARES ACT, please see the [CCCCO website](#).
- PAC voted to support the four SEAC recommendations (they will be brought to the Faculty Senate for approval on May 21).

Item of Note from the Institutional Effectiveness Coordinating Committee meeting 5/18/20: The student drop survey to help us understand why students drop/withdraw from their classes will be implemented this summer, at least at FC.

Update on Efforts to Clarify Language about Class Deliver Methods:

- You'll recall that at our May 7 Senate meeting, the Senate approved the "Title 5 Emergency Distance Education Professional Development and Clarifying Delivery Methods in the Fall 2020 Schedule of Classes" proposal.
- The Senate charged its Exec. to work with the President and his staff to address how to implement the proposal so that students have accurate and clear

information in the schedule. To that end, the document below was developed. The VPI has shared this document with deans and department coordinators.

**FULLERTON COLLEGE
FALL SCHEDULING GUIDELINES**

TYPE (language visible to students in Schedule of Classes):	DESCRIPTION (not visible to students):	COMMENT TEMPLATE (language visible to students in Schedule of Classes):
<p>1. ONLINE</p> <p>*This would be the default selection.</p> <p>(Eliminate the globe online symbol)</p>	<p>Course taught asynchronously. (May include <u>optional</u> synchronous group or individual sessions.)</p>	<p>The above course is conducted ENTIRELY ONLINE and uses CANVAS. Students must log onto this course and follow the directions of the instructor by the first day of class or may be dropped from the course. For course-specific requirements, contact the instructor.</p>
<p>2. ONLINE</p>	<p>Course taught mostly asynchronously with 1-3 mandatory virtual class meetings. Each mandatory synchronous class meeting must include at least two session options.</p>	<p>The above course is conducted ENTIRELY ONLINE and uses CANVAS. Students must log onto this course and follow the directions of the instructor by the first day of class or may be dropped from the course. This course requires students to attend X number of MANDATORY virtual class sessions on <u>day, date, time</u> OR <u>day, date, time</u>. For course-specific requirements, contact the instructor.</p>

3. ONLINE [The Online designation would be visible in the classroom field only]	Course taught with more than 3 required virtual class sessions held during the class meeting times listed in the class schedule.	The above course is conducted ENTIRELY ONLINE. Students may be required to be available for “live” virtual class sessions with the instructor during the days and times listed in the class schedule. For course-specific requirements, contact the instructor.
4. OTHER	Requires approval of the VPI and College President	TBD

Year-End Reflection

- The Faculty Senate 2019-2020 goals were:
 1. Work with other college constituents on revising the Integrated Planning Manual
 2. Continue to work on reducing students’ food and housing insecurities.
 3. Review College committees to determine their viability and to review current reporting structures.

Here is how Kim thinks we did:

1. We are continuing to work, mostly with IIC and the ASC, on revising the Integrated Planning Manual. However, a fairly significant addition was made to the IPM in the fall when the Senate Exec and President and his staff drafted “Fullerton College Participatory Governance Decision-Making Process.” This document was approved by Faculty Senate on December 5, 2019 and by PAC on December 11, 2019 and will be part of the Integrated Planning Manual.

2. Two faculty members elected by the Faculty Senate (along with other folks from the College) attended the 2019 #RealCollegeCalifornia basic Needs Summit in the fall. Additionally, the Senate elected members to a task force in the fall to discuss how to use AB19 funds. In addition to recommending that funds be used to extend the Promise Program, the task force also recommended that funds be used to help feed students through a free breakfast program. Unfortunately, that program never came to fruition, in part because of the disruptions that the pandemic has caused. However, there is a good chance that some AB19 funds that would have been used for the free breakfast program, may be spent on direct aid to students. Lastly, your Senate reps on DCC consistently and successfully advocated for one-time funds to be spent in part on student basic needs and that those funds be allocated to the sites based on FTES.

3. Faculty Senate approved the Student Equity Committee's recommendation to suspend the SEC. Also, on February 20, the Senate approved the recommendation to revise the reporting structure of the Staff Development and Study Abroad Committees to make them dual reporting so that they report both to PAC and Faculty Senate. This recommendation was approved by PAC on February 26.

- In addition to making inroads on our goals, the Faculty Senate got a good amount of business accomplished. Here are the formal actions we took in 2019-2020:
 - to uphold the Senate's previous motion to decline putting a faculty member on the hiring committee for new District Management positions and request that United Faculty communicate their strategic plan regarding putting faculty members on these hiring committees.
 - to recommend that District one-time funds be used to fund campus security improvements, address students' basic needs, increase sustainability efforts and provide lactation centers on campus.
 - to make the Accreditation Steering Committee a standing committee.
 - to formally endorse the rankings of the Faculty Allocation Committee.
 - to approve the Curriculum Committee revisions of the Fullerton College local general education requirements (FC AA/AS GE) and GE area definitions.
 - to approve the proposal regarding the mission and makeup of the Accreditation Steering Committee
 - to accept the Program Review Committee proposal to extend the program review cycle to four years.
 - to accept the proposal from the Institutional Integrity Committee recommending benchmarks and adding an Institutional Set Standard
 - to accept the AB19 Task Force recommendations to cover enrollment fees for both the 1st and 2nd year AB19 students, cover the required health fees for both 1st year and 2nd year AB19 students and pilot a free breakfast program for AB 19 students. In addition, to encourage the College to expand the free breakfast program to all students when those funds become available and to use existing budget resources to hire an additional Financial Aid classified staff to support all students.
 - to approve the Decision-Making Process proposed by the Senate Exec
 - to accept the Student Equity Committee's recommendation to suspend the Student Equity Committee.
 - to support the AS Resolution in support of all existing single-stall restrooms conversion into single-stall gender-inclusive restrooms.
 - to establish an OER workgroup
 - to recommend that the composition of the committee responsible for selecting faculty members to reassigned-time positions that do not

report to Faculty Senate be adjusted to include one additional faculty member and one student

- to create a task force to redesign Fullerton College's ISLOs
- to revise the reporting structure of the Staff Development and Study Abroad Committees to make them dual-reporting committees so that they report to both Faculty Senate and PAC
- to recommend that the recommending committee for the AS Advisor Faculty position have four students, four faculty, and two managers.
- that Faculty Senate has a representative in Associated Student Senate and Classified Senate and that Classified Senate has a representative in Faculty Senate.
- to approve a formula based on FTES for allocating one-time funds for Student Basic Needs and Educational Master Plan.
- to approve the proposed Hornet Pathways titles.
- that the Faculty Senate recommends that all instructors not already OTC trained (and especially those assigned a summer school class currently planned as a face-to-face class and that could be taught remotely) begin OTC training this spring semester
- that the P/NP option be made available to students until May 30, including retroactively to the beginning of the semester.
- that all Ws for the semester will be or revert to EWs whether the student takes the EW or the instructor drops the student.
- that faculty use a consistent measure of 70% to define what a "C," and, therefore, a "Pass" is, if appropriate for their program.
- to approve the Fullerton College Faculty Senate Proposal: Title 5 Emergency Distance Education Professional Development and Clarifying Delivery Methods in the Fall 2020 Schedule of Classes
- to add a Counselor co-chair to each Guided Pathways Workgroup
- to revise the annual update to Program Review to include Institutional Student Learning Outcomes
- Plus any actions taken at today's meeting.

Kim is proud of all that we accomplished this year and feels fortunate to work with such a dedicated group of colleagues.

Curriculum Chair Report

Jennifer Combs reported that yesterday the Curriculum Committee and VPI's Office submitted to the state the FC Emergency DE Addendum for the 221 courses scheduled to be offered this summer. She thanked Curriculum Specialist Marwin Luminarias and VPI Dr. José Ramón Núñez for their work and their support of faculty driven curriculum efforts. This submission also included a stellar comprehensive Professional Development Plan Report for Distance Education from Darnell Kemp.

The Emergency DE Addendum for fall 2020 will soon be emailed to faculty. It is very similar to the E-DEA for summer.

The Curriculum Committee is developing a comprehensive course specific DE Addendum that will be available in July for faculty who want to propose courses for traditional ongoing online or hybrid delivery. If the process of adapting courses for DE makes it clear that online or hybrid delivery options may be advantageous to students outside of emergencies, faculty can consider completing the new Online/Hybrid DE Addendum to submit to the Curriculum Committee by 8-Sept for fast-track approval for spring 2021.

The College has received CSU GE and IGETC decisions regarding submissions for General Education. The committee has finalized approvals for course additions to the FC AA GE pattern for fall 2020. The 2020-21 General Education plans will be made available soon. No courses were removed from the FC AA GE pattern for fall 2020, but all courses are being reviewed and if there is no evidence that a course belongs in one of the GE areas, the course will be removed effective fall 2021.

VII ASSOCIATED STUDENTS REPORT

Tina Cruz reported that AS Executives will continue to work through summer and have meetings scheduled to discuss the AS Advisor position.

VIII NEW BUSINESS

Staff Development Report and Recommendation

Jeanne Costello shared a Staff Development report.

M/S/P (Wilson/Debin) that the Staff Development Committee henceforth be called the Professional Learning Committee and that the coordinator title change to Professional Learning Coordinator.

Abstain: Kanal

Guided Pathways, Workgroup #4 Redesign Principles

M/S/U (Wilson/Kanal) to approve a set of PSLO redesign principles to guide future programs in a future process of PSLO revision.

Guided Pathways Report

Matt Taylor shared a Guided Pathways update and summer efforts.

M/S/U (Wilson/Graves) that each Guided Pathways workgroup include one instructional/non-counseling faculty as a co-chair.

DEAC Report

Roger Perez shared the annual DEAC report.

SLOAC Report

George Bonnard shared that annual SLOAC report.

Accreditation Steering Committee Report

Danielle Fouquette shared the ASC report.

Program Review Recommendation for Annual Update Template
M/S/U (Markley/Ashenmiller) to approve the revised Program Review annual update template.

Student Equity and Achievement Committee Funding
M/S/P (Rodriguez/Mueller) to approve the four recommendation to address SEAC funding for equity projects and student need for emergency aid.

No: Gaitatjis, Kanal, Wilson

Abstain: Bassi, Macias, Malloy, Markley, Nobles, Truong

Faculty Use of Canvas
M/S/U (Combs/Debin) to recommend that faculty use Canvas for all distance education classes, at least as a launching point that includes information for students about how faculty will deliver course content and how students will participate.

Grading Policies for Summer Term
M/S/P (Graves/Marquez) to recommend that the EW with refund and the P/NP option be available to students for the Summer 2020 term, assuming that the latter is an option approved by the state.

No: Kanal, Mueller

Abstain: Macias, Wilson

Senate Work During the 2020 Summer
M/S/P (McHugh/Graves) that the Senate grant authority to the Exec to act on its behalf over the summer as necessary.

Abstain: Combs, Gaitatjis, Kanal

IX ADMINISTRATOR OF THE YEAR

Albert Abutin was recognized for his service to students and honored as Faculty Senate's Administrator of the Year.

X ELECTIONS

Pathways Steering Committee Work Group Co-Chairs, Counseling Faculty, 2020-22 **Ana Tovar (WG 1 – Clarify the Path), Rolando Sanabria (WG 2 – Enter the Path), Alexandria Rosales (WG 3 – Stay on the Path), Deanna Smedley (WG 4 – Ensure Learning)**

Pathways Steering Committee Work Group Co-Chairs, Instructional Faculty,
2020-22 **Jodi Balma (Soc Sci) (WG 1 – Clarify the Path)**

Institutional Integrity Committee, 2020-23 **Ian McHugh (Soc Sci)**

District Equal Employment Opportunity Advisory Council, 2020-22 **Naveen Kanal (PE)**

Hiring Committee for Executive Director, Fullerton College Foundation, Summer
2020 **Jodi Balma (Soc Sci), Kim Orlijan (Hum)**

XI LIASON REPORTS

Adjunct Faculty United

Naveen Kanal reported that the AdFac negotiating team met with the District. AdFac will have a leadership transition over summer, with new leaders announced in the fall.

United Faculty

Moe Abdel Haq reported that the negotiating team met with the District on 19-May. At that meeting, after the District's team requested an hour to caucus, the District asked for more time to respond. They are still waiting on a response from the District. Moe congratulated faculty members recently granted tenure.

The meeting adjourned at 5:37P.

Respectfully submitted,
Heather Halverson, secretary