FACULTY SENATE MINUTES
November 8, 2011

Members Present:
President.................................................................Ardon Alger
Secretary/Treasurer—Senator-at-Large.........................Angela Bartlett
Curriculum Chair..........................................................Marie Boyd
Business & Applied Technology...................................Joy Haerens
Business & Applied Technology...................................David Karp
Chino/Fontana............................................................Tim Greene
Health Sciences..........................................................Beverly Cox
Health Sciences.........................................................Renee Ketchum
Instructional Support..................................................Mary Jane Ross
Instructional Support....................................................Cindy Walker
Language Arts............................................................Leona Fisher
Social & Behavioral Sciences.................................Angela Sadowski
Student Services.......................................................Maria Cuevas
Student Services.........................................................Susan Starr
Visual and Performing Arts......................................Cynde Miller
Senator-at-Large.........................................................Robin Ikeda
Adjunct Senator-at-Large............................................Gail Keith-Gibson

Members Absent:
Vice President—Language Arts..............................Neil Watkins
Chino/Fontana............................................................Karen Encinas
Mathematics & Sciences............................................Nicole DeRose
Mathematics & Sciences...........................................Alif Wardak
Social & Behavioral Sciences................................Vera Dunwoody
Visual and Performing Arts..............................Orville Clarke/Medical Leave
Senator-at-Large..........................................................Vacant

Alternates Present:
Chino/Fontana.............................................................Laurie Pratt
Instructional Support..................................................Shelley Marcus
Language Arts...........................................................Cathy Decker
Student Services..........................................................Vacant
Visual and Performing Arts............................John Machado
Adjunct Alternate Senator.................................Dolores Blanton

Guests:
Denise Johnson
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of November 1, 2011, and consent agenda were approved 20-0 as amended.

IV. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Budget Advisory Committee
    Erik Jacobson, VPA

V. REPORTS
  - President
    - Student Senate for California Community Colleges—Student Success Task Force Presented by Chancellor Jack Scott—John Machado reported that the State Student Senate met in San Jose this past weekend. Jack Scott, Task Force Chairman Dr. Peter MacDougall, and Scott Lay attended. Our student senators gave a copy of our draft response to the chair and the chancellor, and they said it was the first such response they have received. The students have also read the document and conducted a lot of discussion and activity in connection with it. They liked the idea of common assessment, but did not seem to grasp some of the ramifications of implementing it. The students also recognized the benefits of developing an educational plan, but opposed the implementation of penalties for changing your program of study.
    - Faculty Get-Together—President Alger reported that the first Faculty Get-Together of the year, held on October 26, was a big success. Approximately 36 faculty members from various disciplines/schools participated in this event at the Faculty Success Center. This activity provides an opportunity for faculty from across campus to get together informally to exchange ideas and experiences.
    - Sabbatical Leave Request—Readers’ Status—Senators Bartlett, Fisher, and Machado have reviewed Ryan Falcioni’s sabbatical leave request for Spring 2013 and recommend approval as written; Senate concurred 20/0. Ryan has been asked to serve as a Visiting Scholar at the University of Zurich, one of the premier institutions in the world for the academic study of philosophy of religion.

Senators Fisher, Karp, and Wardak have reviewed Peter Konovnitzine’s Fall 2012 sabbatical leave request and recommend approval as written; Senate concurred 20/0. Peter would use his sabbatical leave to travel to Russia to participate in the 200th anniversary celebrations of the battle of Borodino outside Moscow and will create a Travelogue for students to access and utilize.
Senate will hold next week’s regular meeting at the new Fontana Academic Center in Room 202.

Senate sends its condolences to Celeste Mor, Hope Grant Counselor, on the tragic loss of her nephew.

- **Curriculum**
  - Curriculum Chair Boyd reported that she attended plenary session and discussed repeatability. Ensemble classes can be repeated, but nothing else will be repeatable. We are encouraged to explore “curricular solutions” to address the significant impact on course offerings that this will generate.

- **Committee**
  - **Adjunct Senate – Faculty Lecturer of the Year Proposal** – The Faculty Senate Adjunct Sub-Committee submitted a written proposal that was included in this week’s Senate packets. The proposal respectfully requests that Faculty Senate reconsider its current policy of prohibiting adjunct faculty from nominating, electing, and serving as Faculty Lecturer of the Year.

    There was a question about whether the aim of the Lecture is to foster discussion or to honor the faculty member. It was designed to do both. Traditionally, it has honored senior professors with a long-standing commitment to the college.

    We also select the lecturer a year before the lecture, so there is some question about whether or not this would guarantee adjuncts an additional two-semester contract. There was also a question about whether or not the adjunct faculty member would be given release time, as the full-time employees are. The Senate’s question was whether or not the release would constitute employment. Also, would there be an implied contract with this release?

    Senator Keith-Gibson also expressed interest in, at minimum, allowing the adjunct faculty to be a part of the nomination and voting process so that they can participate more fully. We will bring this issue to our constituents and return to Senate with more discussion.

  - **Enrollment & Success Management – Title V Update** – Cindy Walker presented an update on our Title V grant. All Title V grants have been reduced by $50,000 per year. Our grant had three components: 1) Learning to Learn, 2) Success Guides, and 3) Supplemental Instruction.

    All of these efforts are sustainable and will be institutionalized once the grant is over. They will also improve the college campus-wide, rather than simply one area.

    - **Learning to Learn** (this part of the grant is being led by Eva Rose and Cindy Walker) was the focus of the Summer 2011 Faculty Institute. There were 48 summer participants and the feedback and results have
been extremely positive. The Faculty Success Center has been holding regular workshops on Learning to Learn strategies and applications as well as conducting discipline-specific workshops in department meetings. There will also be a classified training in the spring and some collaboration with ASCC in the future.

- **Success Guides** are counseling apprentices, most of whom are working on post-graduate counseling degrees. They have been embedded into the Success Centers to interface with students regarding their goals and progress on goals, guide students to resources and tools (such as Degree Audit), to help them determine their progress on goals, and help students set up appointments with counselors to set up individualized educational plans. They are also available to work with individual classes to demonstrate new resources and provide learning strategies to students. Faculty are encouraged to contact Ricardo Diaz or Robert Rundquist if they are interested in having a Success Guide visit their classes. Ricardo Diaz and Robert Rundquist are leading this part of the grant.

- **Supplemental Instruction** (led by Robin Witt) targets the “high-risk barrier courses” with high enrollments but lower retention and success. SI leaders attend the class and hold sessions for students outside of the class, with a focus on teaching students strategies for success in their courses. SI leaders have been embedded in many of these courses, and the results have been very positive. SI has a new space in VSS as their hub, and they also use the AD building.

Institutional Research has been collecting both qualitative and quantitative data on all of the above programs. This grant also helped pay for us to participate in the CCSSE, which is a helpful snapshot of our institution, as compared with other similar colleges in our cohort and similar sized colleges across the nation. In everything but one area (student-faculty interaction), we rate higher than average in student engagement. Senate discussed that while one reason for lower student-faculty interaction might be related to the fact that adjuncts do not have office hours, full-time faculty can still take measures to encourage students to understand and attend office hours, like renaming office hours “student consultation hours” and/or explaining office hours clearly in the syllabus. The CCSSE results are available on the IR website.

VI. **OLD BUSINESS**

- **President’s Equity Council’s Response to Student Success Task Force Recommendations**—The response does not diverge from our statement, but it does elaborate on certain points. The response especially focuses on disproportionate impact on students.
VII. NEW BUSINESS

- **New Key Procedures and Form**—Included in this week’s Senate packet was an excerpt from the September 28, 2011, Deans meeting minutes on new key procedures and a new form that was presented by Lisa Bailey and David Ramirez. Campus Police now handle the requesting and issuing of keys. The Key Committee is creating a procedure for key requests and issuance. The request form will be going online to help expedite the process of getting a key or access card. There will be a key control person assigned to each area; who will have an authentication code used to verify key/access card requests. Once the form is completed & verified, a copy is sent to Campus Police & M&O. Campus Police reviews the request; and if approved, a key will be cut within 24 hours. David also reported that the campus is switching to a new non-duplicating key system. Although the entire campus is not yet on the new system, the hope is to eventually get all buildings and sites on this new system. David also reported that during holidays and breaks, buildings are put on holiday mode, which means access to buildings can only be accomplished by contacting Campus Police. Senate takes issue with the key card policy during holiday mode and will refer it to CCFA as well. We feel this policy interferes with our professional responsibilities.

- **Accelerated Learning Faculty Inquiry Team**—Cindy Walker reported that the group is hard at work and has accomplished a great deal of important work already. They will be holding a videotaped student focus group on Wednesday, November 9, for Fast-Track students as well as an instructor/success center/counselor/librarian focus group on Monday, November 14, from 12:30-2pm in the Faculty Success Center. They are also conducting student surveys along with faculty, counselor, and librarian surveys. The group also did a syllabi analysis to determine best practices and develop fast-track syllabus templates/info for instructors. Once the data is collected, they can analyze and determine effective strategies and practices, as well as areas that we can improve.

- **Academic Issues Group**—Ardon Alger and Angela Bartlett reported concerns about over-enrollment. There has been concern about people having classes that are too large; a number of classes are significantly over-enrolled. Deans and coordinators are encouraged to work with all faculty to help them understand the implications of over-enrollment. Ardon and Brent will also issue a joint statement on this issue to educate faculty about the implications.

- **Dropping Students**—Senate discussed the legal opinion from Chancellor’s Office Staff Counsel Jonathan Lee. **Question**—Does faculty have the authority to involuntarily drop a student that stops attending a course after the census date? **Conclusion**—Faculty may drop a student that stops attending a course. The census date does not restrict the faculty’s ability to involuntarily remove a student from a course when that student no longer attends that course.

- **Sabbatical Leave Request—Mitchell Syrop**—After review of the Sabbatical Readers Tracking Table, Senate appointed the following readers for Mitchell Syrop’s sabbatical leave request: Senators Dunwoody, Encinas, and Ross.
President Alger reminded all Sabbatical Readers that their recommendations need to be presented to the full Senate no later than December 6.

- **Academic Senate Plenary Session** — Ardon Alger and Marie Boyd attended the State Academic Senate Plenary Session on November 3-5. The State Academic Senate passed a number of resolutions pertaining to the Student Success Task Force Recommendations that were primarily similar to the issues raised in Chaffey’s response to the Task Force recommendations.

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

X. SUMMARY

XI. ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Respectfully submitted by,

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Donna Walker, Recording Secretary

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Angela Bartlett, Secretary/Treasurer