

**Academic Senate  
MINUTES**

Monday, October 26, 2015

3:00 – 4:45 p.m.

Room 1107

<b>Executive Committee Members Present</b>					
	Cathy Anderson		Mark Blaser		Keith Brookshaw
x	Toni Cancilla	x	James Crockett	x	Richard Fiske
x	Leo Fong		Keith Foust	x	Scott Gordon
x	Debra Griffin		Karen Henderson	x	Robb Lightfoot
	Jennifer McCandless	x	Susan Meacham	x	Ray Nicholas
	Nancy Roback		Carolyn Salus-Singh	x	Iraja Sivadas
x	Brian Spillane	x	Linda Thomas		Craig Thompson
x	Joanne Tippin	x	Andrea Williams		
	Don Cingrani (N/V)		Ron Marley (N/V)		Meridith Randall (N/V)
<b>Other Faculty Present</b>					
x	Jay Davis	x	Dan Scollon		
<b>Guests</b>					
x	Will Breitbach	x	Sharon Brisolaro		

1. Call to order: Meeting was called to order at 3:03pm.
2. Approval of Minutes (Attachment)—October 12, 2015: Ray Nicholas moved to approve the October 12, 2015 minutes; seconded by Andrea Williams. Motion carried.

3. Opportunity for Public Comment
  - a. This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.
  
4. Report
  - a. Report from Instructional Council (Susan Meacham)
    - i. Instructional Council last met on October 15 and spent the majority of the meeting discussing learning outcomes, particularly the complaints among faculty about the difficulties with using TracDat to record and manage SLO data. In November, representatives from the TracDat system will be here on campus. Also discussed was marketing aimed to boost enrollment in summer and fall next year; most of the recent advertising has been overseen by Economic and Workforce Development and the Marketing Committee, which has been discussing whether to stay with a local advertising company that has been managing our advertising, or go with a new company. The Marketing Committee would also like more faculty participation and input. Instructional Council also discussed room priorities; deans were encouraged to be more flexible about room usage. There was also an update on the honors program, information on the Geography AA-T, and initial discussion on the faculty hiring priorities list.
  - b. Report from Curriculum Council as needed (Ron Marley)
    - i. No report.
  - c. Report from FEC Committee as needed (Teresa Doyle)
    - i. No report.
  - d. Report from Student Success Committee as needed (Teresa Doyle)
    - i. No report.
  - e. Report from Scholastic Standards Committee as needed (Don Cingrani)
    - i. No report.
  - f. Report from Textbook Committee as needed (Carolyn Singh)
    - i. No report.
  - g. Report from Distance Education Committee as needed (Carolyn Singh)
    - i. No report.
  - h. Report from College Council (Robb Lightfoot)—see website
    - i. College Council has been working on APs and BPs that have been mandated by the Legislative Analysts Office. Robb also mentioned that the staff satisfaction survey will be brought back and revised to make it easier to complete. Robb then briefly described the College's proposal to build a two-story structure and training facility for the fire and public safety programs; Dan Scollon provided further details on the project; because of its fairly large scale and impact, he believes it's a project that warrants much more discussion and input from the entire community.
  - i. Report from Senate President (Robb Lightfoot)—see website
    - i. Robb provided some highlights of the Area A meeting. There were no major revisions of the proposed resolutions. One area of contention was with the baccalaureate programs offered by community colleges. Another involved the

proposal to change from the ACCJC as the accreditation agency for California community colleges.

5. Informational Items— attachments in 10/12/2015 folder <http://bit.ly/1Mf2yil>
  - a. Chancellor’s Office Releases & Announcements – see website
  - b. ASCCC Releases & Announcements – (ACCJC Listening Sessions, Chancellor Harris farewell letter, ASCCC supports the report of the Chancellor’s Office 2015 Task Force on Accreditation, Request to recruit support for EEO & Faculty Diversity Summits, Harris statement supporting concurrent CC and high school enrollment, CI-D invite for biotechnology discussion) – see website
  - c. Volunteer needed for Cooke Foundation Scholarship Committee - attachment
  - d. Professional Development Activities/Opportunities - <http://bit.ly/1LiKTdG>
  - e. Accreditation basics course – link <http://bit.ly/1GkB5Q9>
  - f. Campus safeTALK Training - November 6 and November 13, 12 – 4pm room 2108
  - g. Technology survey due by 10/28 - <http://svy.mk/1RqYgZx>
  - h. New Faculty Institute - (see attachment) Friday, November 13, 3-4pm, Room 785
  - i. @One Workshop Training online course design (FLEX opportunity) 11/6 – see attachment/website
  - j. Social Diversity Awareness Presentation, 10/28 noon in cafeteria, Dr. Sharon Brisolaro – See website
  
6. Discussion/Action items
  - a. Office of Equity & Access Plan - Dr. Brisolaro presentation
    - i. Sharon Brisolaro provided an overview of the Equity and Access Plan initiative, which uses funds in ways that are consistent with the College’s Mission, Vision and Strategic Plan to create an “equity-minded” environment. She previewed some programs involved with access (student success facilitators, outreach, etc.), as well as course success and completion efforts (supplemental instruction, etc.). The main goal of this initiative is to effect structural and systemic changes to promote equity.
  - b. OEI update – William Breitbach
    - i. Will Breitbach presented an update on the Online Education Initiative. The OEI has formed a statewide consortium that will eventually include 32 colleges. These colleges will partner together in an online course exchange that identifies “bottleneck” courses for individual colleges and works with other partner colleges to allow students to take these same courses from any of the other consortium colleges. There are 27 courses planned for the exchange in Fall 2016. There’s also the sharing of resources, as well as plans for an online counselors network.
  - c. New Courses
    - FAID 332 Emergency Medical Responder (EMR)
    - FTWO 146 S-330 Strike Team/Task Force Leader All Risk
    - i. Susan Meacham moved to approve both courses; seconded by Ray Nicholas. Motion carried.
  - d. New Programs
    - Geography AA-T, TMC & Narrative (attachment)
    - HIT Program Proposal – (attachment)

- i. Brian Spillane moved to approve the AA-T in Geography; seconded by Susan Meacham. Motion carried.
    - ii. Ray Nicholas moved to approve the HIT Program Proposal; seconded by Andrea Williams. Susan Meacham pointed out an error involving the labeling of BIOL 5 as "Introduction to Biology." The correct course title is "Introduction to Human Biology." Motion carried.
  - e. CTE Liaison to ASCCC – attachment, website
    - i. This appointment needs to be decided soon. Scott Gordon has expressed a willingness to do this, but Robb also has two people in mind, but both are relatively new to the College.
  - f. Results of schedule survey
    - i. Susan Meacham reported that there were 105 responses on question 1, 103 on question 2, and 96 on question 3. 42% of respondents were part-time instructors, and 59% were full-time instructors. Responses by division were: 20 from ACCSS; 19 from BAITS; 3 from HSUP; 1 from Library; 7 from PEAT, and 46 from SLAM. The results were: 59% of respondents preferred a regular schedule for week 17; 29.5% preferred a dedicated finals week with a two-hour block for each class; and 12% had no preference. Robb said that he would share these results with all faculty.
  - g. Honors Program, status-report
    - i. Numerous faculty have been working on developing honors versions of existing courses, so there should be a fair range of courses ready to submit to Curriculum in early November. The plan is to have three to four classes offered each semester starting in Fall 2016. Robb reminded everyone that there's a stipend for developing the curriculum and for teaching honors courses their first time.
  - h. Fall Plenary – Irvine 11/5-7 - <http://bit.ly/FallPlenary15>, list of resolutions at this link: <http://bit.ly/1W00VQF> or see attachments
    - i. Robb encouraged everyone to look over these resolutions to identify any that would impact their programs.
- 7. Other?
  - a. Jay Davis gave a brief report on the SLO review that he and Lenore Frigo have been working on. TracDat has been the focus of the majority of input from faculty. Jay added that a new version of TracDat is on the horizon. Both he and Lenore will be visiting City College of San Francisco later in the semester to study their system for managing learning outcomes. In the future, Jay hopes to be able to give regular reports to Senate on developments with learning outcomes.
- 8. Adjournment: Meeting was adjourned at 4:41pm.
- 9. Next meeting: Monday, November 9th, 2015 at 3:00 p.m. in room 1107. (Note: There will NOT be a meeting November 23 because it is a FLEX day.)

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