



A World of Cultures United in Learning

**Faculty Senate Meeting Minutes
October 17, 2007
3:30-5:00 pm
Room 1307**

Senate Representatives Present: Susan Myers, Barbara Tull, Nancy Pauliukonis, Sharon Briggs, Terry Taskey, Victoria Loukianoff, Yvette Niccols, Alan Kirshner, JoRainie Rodgers, Lottie Bain, Lily Xu, Gary Mishra, Jim McManus, Bob Mitchell

Others Present:

Bob Bradshaw, Diane Berkland, Francis Fon, Rob Smedfjeld, Chris Warden, Martha Brown, Joanne Schultz

1. Announcements

Ohlone Bricks-- "Pathway to Progress" program--pavers are being sold with money going toward furnishings and equipment for the Newark campus. Bricks will be placed beginning January, 2008. After this initial purchase of bricks, additional orders of engraved bricks will be placed in batches.

Transfer Center- The Transfer Center will hold an Open House on Wednesday, October 31 from 10-2 in Room 1102C; next to counseling

Benefit Golf Tournament-- will take place this weekend with money benefiting Student Athletics. Tim Roberts will play after the golf tournament and will be accompanied by Jim McManus on bass.

2. Approval of Minutes

Oct 3rd Minutes approved as written.

Oct 10th Minutes approved with corrections.

3. Stand-Alone Course Approval Warden

- There are new training requirements, new legislation from the system office regarding courses that are not system approved, but approved by our Curriculum Committee.
- Stand alone courses are those that we don't send to the chancellor's office for approval, and there is no GE impact. The courses are credit/ non-transfer/degree applicable.

- The old procedure involved taking a listing of courses to Mike Bowman who would send them to the system office for approval as stand-alone courses. Under the new procedure, we approve the courses locally, compile a list of approved courses, and report annually to the state.
- Our curriculum committee has already gone through the training. Ohlone has operated with the understanding that the courses must meet the same curricular standards, parallel with non-stand-alone courses. This has not been the case in all districts; while other districts and colleges need to raise their standards, we're "ahead of the curve."
- Chris Warden is the contact person regarding stand-alone courses.

4. Accreditation Self Study Taskey, Kirshner, Niccolls, Bain, Xu, Loukianoff, Tull

At our November 7th meeting, we will make final approval of the entire self-study document.

Standard IIB- Student Services (Taskey)

- Student support services are summarized --excellent reading for all new faculty and staff, as it summarizes student services well.
- One suggestion was to shorten the section on recruiting and retention of Latino students, or include it in the section of "Special Student Processes."
- Quality of services- all areas are compliant, and greater consistency in applying the student services curriculum is planned.
- Technology has revolutionized student services delivery; greater attention to evening-only students is planned.
- Training of counselors is described. They plan to pursue grants to address staffing shortages.
- Admissions, placement, and maintenance of records are in full compliance.
- Designing student services learning outcomes and evaluating achievement are very challenging. The SLO template is designed for instruction, and they are working to develop a similar template for student services
- A recognized weakness is evaluating how well they're doing by asking students; there is need to improve in this area, utilizing student focus groups and other methods of gathering student opinion.

Standard IIID Financial Resources (Loukianoff)

- The College goals are used as the foundation for financial planning.
- The college has identified and planned for future financial liabilities such as a future retiree health benefit.
- The College operates with integrity in its use of financial resources; the College is monitored by audits.
- The College is working on making financial information available to employees via WebAdvisor.
- The College is in full legal compliance, but is perhaps not reaching everyone who would like to be involved; there may be suggestions to direct the funds better.

Library- (Kirshner)

- The report paints rosy picture for compliance, yet the library not in compliance; recommendations from the past have not been met; there has been no action on recommendations from 6 years ago.
- Books are out of date; the collection is lacking in size by about 20,000 items. The budget has dropped for books; with the argument is that fewer books are needed; however, perhaps fewer books are being borrowed because they are out of date.
- The book budget insufficient.
- The hours of operation do not meet the needs of students, especially Saturdays. There was the argument that students are not coming in on Saturdays, but the library keeps changing its hours, and perhaps students don't know when the library is open.
- They no longer run library classes in the library because those areas have been taken over.
- Comments- Decisions regarding the library at Newark were made outside of the library at Fremont e.g. the Newark library is to have no books-- all electronic resources.

Recommendation: Faculty Senate should put this issue on a future agenda, and bring people in to discuss the collection-- electronic vs. print media; hours of operation, ability to serve the needs of students; budget for staffing, distribution of financial resources for the library .

Human Resources (Niccols)

- The College has made great progress toward addressing cultural diversity; it has reached out to advertise to diverse groups and is in full compliance.
- Faculty evaluation procedures are carried out in regular and timely manner; however, classified and management evaluation is sporadic and needs to be carried out in systematic manner.
- At certain times it is perceived that there is not enough staff.
- Ohlone is introducing the "new ways to work" plan-- broad training to allow employees to do different jobs; this helps out at those times when there is a crunch or an absence.
- managers need to be trained in collective bargaining process, how to treat employees; the College recognizes the need to understand labor relations and how employees are to be treated

Title III

- Staff development funding fluctuates, faculty is limited to \$500 per year; it was recommended that staff development funding be increased and become part of the budget.

Question-

- New ways to work approved a month ago- is it required or voluntary? There are union concerns about very specific job descriptions; it will also impact wages.

Physical Resources- (Bain)

- Includes facilities, land, and other assets
- The College is working to maintain ADA requirements-- making more buildings accessible and parking higher on the hill;
- Request for proposals includes tiered parking to be funded by developers
- Facilities master plan was modified and updated, and the facilities committee was disbanded in favor of College Council input; however, many Building and Grounds disagreed with this decision and pushed to have the facilities committee reinstated.
- Safety needs have been addressed- new steps; new lighting; phones in classrooms, etc.
- Each year College Council recommends to the board (shared governance) its priorities for funding; the Fremont Campus has underground springs resulting in water intrusion; pending state approval, the College will get \$11 million to address this issue.
- Distance learning is growing and requires that we keep up with technological changes. There are service needs and replacement equipment needs that are prioritized and reviewed each year.

Comments-

- The failure to address the poor condition of the athletic fields is a major omission; they are “classroom” where students learn.
- The facilities committee has been re-instituted- there will be 6 faculty on that committee; athletics needs to be on that committee

Standard IV Leadership & governance (Tull)

The report does not address some big issues-

- the disconnect between adjunct and full time faculty
- faculty confusion over the task forces; when instituted, adjunct faculty were not allowed to participate.
- committees need to include adjunct; there is the impression that there is a “full time faculty only” policy at the college
- the disconnect between the college share governance structure and the Board

5. Shared Governance committees - Myers

- In the past, every year Senate sent out a memo with the list of committees. Faculty was asked to list committee preferences; that came back to the Senate, and the president sent an official letter to each faculty member congratulating that person for being appointed to a committee.
- Assigning people to committees is a Faculty Senate role; when there are vacancies, the Senate needs to have a way of identifying people who can serve
- We need to find a copy of the memo that was used in the past, allowing faculty to state their preferences and/or identify which committees they are serving on now. The memo would accompany a list of official committees with a brief description.

Suggestion:

- get a description of current committees, and then compile names of people who are on currently working on committees; match their responses against the official list; identify those who are not now serving on a legitimate committee; contact those faculty to find out what they are working on (alternative service)
- Bob Bradshaw will collect this information from Senators and match it against the current committee list.

6. Campus Leadership/Presidential Search –Myers

- The Board plans to move ahead with a presidential search.
- Faculty Senate will define qualities we are looking for in a president.

Procedure

- The Board will hire a consultant to actively recruit, post ads, contact individuals
- A search committee will be assembled
- Faculty Senate will assign faculty to the search committee (will request 5 faculty); this is how we will be able to shape job description and interview questions.
- The search committee will select a chair
- the consultant will work with the College Council, Search Committee, and board

Question—

Do we want a full faculty election for people on search committee?

- Faculty on the committee will impact how we shape the job description and questions. We will want the strongest voice representing the greatest amount of faculty.

7. President's Report - Myers

- There is one faculty opening on College Council
- Office spaces will open in January- faculty assignment is done through Jim Wright's office, according to seniority. You may send your requests to Jim.
- Question: Are there any plans for part time offices? Suggestion: Any left-over offices should be allocated to departments for part time use.
- November 1-3 fall plenary sessions will be held in Anaheim. Anyone wishing to accompany Susan should let her know. This is an opportunity to see senate within the larger context. Sessions are Thursday and Friday, and topics are posted on the state senate website. (There is a link from our Faculty Senate site) Travel funds are available.

8. All Other Business

It was suggested that selection of a vice president be placed on the next agenda.