



A World of Cultures United in Learning

Faculty Senate Meeting Minutes (draft)
November 21, 2007
3:30-5:00 pm
Room 1307

Senate Representatives Present: Susan Myers, Barbara Tull, Nancy Pauliukonis, Terry Taskey, Victoria Loukianoff, Alan Kirshner, JoRainie Rodgers, Gary Mishra, Jim McManus, Bob Mitchell, Wayne Yuen

Others Present:

Bob Bradshaw, Rob Smedfjeld

1. Announcements

None.

2. Approval of Minutes

Approved as written.

3. Title III Report –Parziale

Learning Coaches. This fall there have been 12 learning coaches. Among them, Bob Mitchell has been running an instructor discussion group focusing on the instructor as an individual; Nancy Pauliukonis has been helping faculty learn to customize PowerPoint; Bob Bradshaw has been working with faculty using Mathematica; Heather McCarty has been working with faculty who are teaching in rooms 1402/1406; others are working with faculty who are new to WebCT6. If any faculty member is interested in being or having a learning coach, contact Deb Parziale or look on the Ohlone website; learning coaches receive a \$500 stipend each semester they are coaching.

Faculty innovation projects. \$500 stipends are available for faculty who are working on a learning community or cohort being offered for the first time. Innovation projects offer an opportunity to try new things; for example, Tom Holcomb developed a workbook and DVD. Let constituents know of the opportunity; faculty are encouraged to make use of it as much as possible.

Survey results. Many faculty like the offerings during Learning College week; all activities will take place at Newark Center in January.

Student services. Title III includes an upgrade of student services in that student records will be scanned. This will allow records to be shared with Newark. Records will be scanned over winter break. This will also allow us to make electronic student educational

plans; they are now working on locating software to create the student educational plans which students would then be able to access on line. Matriculated students are required to have educational plans.

Electronic SARS (scheduling system). ESARS is a way for students to use email to make appointments and receive an automatic reminder.

E-portfolios. This is one form of assessment being used. WebCT6 will have that available. if interested, contact Deb Parziale

Task force-- technology plan. The first reading will take place at the next meeting; the task force will have discussions with faculty to find out what we want to have changed and what would be more helpful. They are making good progress.

Please encourage constituents to get involved with innovation projects and coaching.

4. **Accreditation Self Study** Xu, Myers

Standard IIIC – Technology Resources

Tabled- The technology master plan was just finalized which will help the team complete Standard IIIC.

Motion: Accept the Accreditation self-study report with the exception of Standard IIIC which we have not yet read. (Tull)

Second: (Taskey)

Motion passed.

5. **Campus Leadership/Presidential Search** –Myers

- The Board decided to go with ACCT. A schedule of events has been devised that is quite rigid.
- Will have two open forums on November 30
- Search committee – the first training will take place November 30
- The committee will include 5 faculty members.

Motion: Send out an email survey with 5 names of faculty for ratification; to be returned by November 28 (Kirshner)

Second: (no second)

Motion failed.

Senate was unable to conduct a full-faculty vote because of the Thanksgiving holiday and the short timeline for selecting committee members set by the Search consultant. For this reason, the Senate did not send out the committee members to the full-faculty for

selection; rather, we discussed the faculty nominees and made the selections at the Senate meeting. Faculty selected to serve on Presidential Search Committee: Dennis Keller, Rob Smedfjeld, Sheldon Helms, Jon Degallier, Kathy Dewan, and Susan Myers.

Susan will check with each faculty member regarding their availability.

Motion: Accept the 6 candidates. (Kirshner)

Second: (Mishra)

Motion passed.

6. Auditing courses –Smedfjeld

The Deans made a decision that students must meet course prerequisites in order to audit a course; whether or not a student audits should be up to the instructor.

Tabled- Will research this item further, look at policies regarding auditing courses, and come up with a clear definition of what auditing is.

7. Classroom Environment-- Loukianoff

- The Senate discussed the impact of the classroom environment on the teaching-learning process with special attention to functionality and cleanliness of rooms.
- Trash in classroom—it is up to each instructor to make sure food refuse is taken care of before students leave the room.
- Classrooms are dusty and many are not being vacuumed; this varies by building. Simon is being replaced by Lucky Lofton.
- For Technology issues- defer to new IT management.
- There are a number of facilities issues: moves of offices, classrooms, and labs; clustering of faculty, cleaning issues. The Facilities Committee chair and Lucky should meet with us. We can suggest that they do a survey of faculty to determine concerns and needs.

8. Grading Policy –Mishra

- The Senate discussed the grading policy regarding incomplete grades. With our population, sometimes a student can't complete a final exam or project; he/she has one year to complete the work. If this does not happen, the INC reverts to failing grade. Suggestions: Rather than an INC grade that reverts to an F, replace that with an I/B, I/C option so that the grade would revert to an agreed-upon grade.
- UC Berkeley, Davis, Stanford, UCLA, follow the same policy as Ohlone- an F or non-credit.

Discussion-

- Even if an INC reverts to an F, the grade can still be changed to a passing grade by the instructor at any time.
- Should talk to Ron Travenick/ Kimberly to see if I/B I/C can be done; also, should send out a survey to faculty with pros and cons to get input.
- Con- Some community colleges that have this policy have a greater number of students walking away from their final exams

9. Faculty Senate leadership in 2008-2009 –Myers

- The Senate must work on identifying an individual to serve as president-elect this year to prepare for next year. It helps to have been part of the dialogue for a year or two; it makes it easier to stand up with authority.
- Senate should send more than one person to the leadership conference next year. The conference is very interesting and useful. Senate has a budget for professional development training;

10. President's Report - Myers

- Senators should send lists of their constituents' committee participation to Susan Myers.
- The Student
- The Student Development Committee still needs someone.
- Student Learning Outcomes and Assessment Committee chair needed- receives 25% reassigned time; responsible for running the committee, helping programs with program review, assessment of course and program level SLOs. We will also need to look for faculty members for this committee.
- Susan bought a Faculty Senate brick, if you would like to help, please give \$10 to Susan.
- From Sam Katz- WISC is encouraging beginning classes during the intercession at Newark to build enrollment. The FTE committee is considering starting the winter and summer session classes at the Newark Center because of construction; with the opening of Newark, it is available. Classified employees would be impacted by a winter session—it is not part of their current work load; it was agreed that there would be no winters session immediately.
- Gale Carli has been selected as the interim Dean for Health Sciences.
- The Hayward Award submission is due December 3. Ron Staszko has been nominated. The form will be emailed to Ron.
- The Educational Technologist position remains a faculty position with a new title. It is posted for this spring as a temporary position and will be reposted for fall as a full time tenured position. The temporary position has already closed.
- The Board approved to outsource management of IT; however, there has been some legal stoppage to it. The whole process has been stopped.

College Council report – College Council is allocating funds for program improvement for programs undergoing program review 2007-08; Leta sent out applications to be Due in December.

Special parking for fuel efficient student vehicles was approved, offering a reduced rate for fuel efficient cars and carpools in lot N.