

Ohlone College Faculty Senate
Minutes
October 5, 2011
3:30 PM
Room 7101, Fremont Campus

Members present: Jeff Dean, Terry Taskey, Chieko Honma, Jeff O'Connell, Jennifer Harper, Wayne Yuen, Jim McManus, Alyce Reynolds, Nicole Sandoval, Alan Kirshner, Diane Berkland, Bob Mitchell, Kim Stiles

Members absent: Jeff Roberts, Luc Desmedt

Others present: Jim Wright, Bruce Griffin, Lesley Buehler, Rob Smedfjeld, Priyanka Upadhyay (ASOC)

Meeting called to order at 3:32 PM

Before announcements, Bruce Griffin came to Senate to speak about a Technology Endowment, which will be created from a portion of the bond money generated by Measure G. There are, generally, many restrictions on how bond money is used, but it appears that money can be used from a bond issue to create an endowment, the interest of which can be used to fund needs like technology upgrades. It is, Griffin reported, looking like we may be able to create a technology endowment of up to 10 million dollars. Initially, the interest from this endowment will be available to implement the long-standing technology plan.

Measure G projects, Griffin noted, will be driven by the Facilities Master Plan. This plan has four phases. College technology is a part of each of these phases. Technology is specifically mentioned in the language of Measure G, which is good. The money set aside for the technology endowment will be presently set aside to accrue interest. Another endowment can be created if the need arises. We are not limited to one distinct endowment. Griffin indicated that the endowment is distinct from having a regular IT budget, so the endowment is not meant to replace the existing IT budget.

O'Connell asked about the time frame for the establishment of the endowment. Griffin reported that Measure G bonds are currently being issued and money will be invested as it comes in. Interest will be accruing initially for five years. Yuen asked about the types of investments that the money will be put into. Griffin said that the investments are generally conservative ones, in the range of three percent. There is some risk involved in these investments, but they would be fairly secure. Yuen asked who would have access to this invested money. Griffin indicated that the funds would fall under the purview of the Bond Oversight Committee. O'Connell noted that the creation of this endowment appears to be a great opportunity, since it will allow for funding in an area where it is very much needed.

Announcements

Meeting information was provided regarding the statewide Academic Senate. Two important dates were noted:

There will be an Area B meeting on October 21 in Santa Rosa. Information at: <http://asccc.org/session/area-meetings>

The Plenary Session will be November 3-5. Information at: <http://asccc.org/events/2011/11/fall-plenary-session>

O'Connell noted that he will not be able to attend, the Area B meeting, so he asked if anyone was interested. He will not be able to attend the entire Plenary Session. It would be a good opportunity for a Senator interested in learning more about this to go to either or both of these meetings. Money is available to fund this.

The Facilities Committee is recommending that Building 8 be torn down and the new science building be built in its place. The subject of where this new building would be built was previously under discussion. But it appears that it will be built on or near the site of the current Building 8.

The Facilities Committee is recommending that solar panels be put over the Newark parking lots.

Information on the state budget was provided. It is predicted that the state budget outlook is somewhere between tier 1 and tier 2. Ohlone had previously planned and budgeted for tier 2. The different tiers (referring to different scenarios, from best to worst case) were described at previous Senate meetings. It looks as if we are on track for tier 2. This would involve tuition increases for Fall 2012, as well as some enrollment cuts. Wright indicated that tier 2 is not as bad as scenario 2.5 would have been. It appears that the College had budgeted with the scenario that will ultimately come to pass. A tuition increase will not be implemented mid-year, but it looks like it may be implemented for Summer 2012.

Ohlone is moving forward with the hiring of a Vice President for Business Services, a Director of Purchasing, a Foundation Director, and a Facilities Director. All of these would be positions starting for the Spring term. O'Connell reported that Browning also indicated that hiring in Facilities beyond the Director position is being considered.

Production of the Summer/Fall 2012 calendar is beginning. The production calendar is on the senate web page. Feedback is invited. The document is at: <http://www2.ohlone.edu/people2/joconnell/senate/>

The process for the hiring of full time faculty for Fall 2012 was mentioned. The proposals from departments are due on Friday, October 7, as previously announced in Jim Wright's email. The proposals are scheduled to be posted on the Academic Affairs website on Monday, October 10.

The State Academic Senate is accepting nominations for the Exemplary Program Award. Application materials are posted on the senate web page: <http://www2.ohlone.edu/people2/joconnell/senate/>

Approval of minutes from September 21, 2011 (A)

Motion: Kirshner

Seconded: Harper

Abstention: Mitchell

Approved without objection

Authentication for Online Classes (I): Buehler

Lesley Buehler came to Senate to discuss a Title 5 compliance issue regarding online classes or classes with an online component. A Title 5 requirement that online contact be verifiable was noted. Buehler distributed a handout that outlined important principles for effective communication in online courses. These included: the importance of having mutual communication, having hours of contact in line with the equivalent face to face requirements, having consistent communication, managing instructor absences, posting syllabi and other important documents and providing clear instructions. Examples of effective communication were outlined.

McManus asked about complications resulting in changes to the internal Blackboard e-mail management system. Buehler acknowledged that a change had taken place and that her area is hoping to make e-mail functionality smoother and less cumbersome for students and instructors. A handout provided to Senate provided detailed information and provided suggestions on capturing student-instructor contact. It is, Buehler indicated, very important that effective student-instructor contact be captured for us to be in compliance with Title 5.

O'Connell asked about course management systems other than Blackboard and if it is a problem to be using these. Buehler indicated that it is preferable for everyone to be using Blackboard for the sake of consistency. It is easier to monitor student contact when one platform is used. Also, it makes it easier for students taking multiple online courses. But she acknowledges that there is some variation right now. She indicated that publishers are working to make things more integrated into and consistent with Blackboard. Buehler also asked that instructors think about the end user (the student) when designing their online coursework. Consistency is very important for students taking online or hybrid classes, so being able to easily navigate is key. She has received feedback particularly from DSPS about the importance of consistency in online coursework.

McManus asked about the backup feature in Blackboard. Buehler indicated that this can be activated and encouraged instructors to backup/save their course information. Stiles asked a question about security features in Blackboard. Buehler said she would look into this. Reynolds indicated one of her concerns about Blackboard was being able to order a course shell in advance. Buehler encourages instructors to order shells as early as possible, as soon as they know they will need them.

Documents with the information given by Buehler are posted at the Faculty Senate website:

<http://dev2.ohlone.edu/people2/joconnell/senate/index.html>

Senate Dues and Treasurer's update (I): Honma

O'Connell indicated that he closed the Senate account at the credit union. The level of frustration was too high, so the account will be moved. Yuen noted similar problems with the UFO account. O'Connell is in possession of the money, amounting to approximately 6,100 dollars.

Honma will continue to send e-mails to ask that instructors send in their dues if they are not doing payroll deductions. Response has not been overwhelming. Harper noted that previously faculty got a reminder and an option to do automatic deduction. Honma noted that some faculty are confused about Faculty Senate dues and the fact that these are not UFO dues. These dues are separate from the UFO dues.

O'Connell spoke about the issue previously raised regarding the 10/12 month automatic payroll deduction problem. He has worked with Don Penrose and it appears that we can now eliminate the problem by doing a once-a-year deduction, with the consent of the faculty doing the automatic deduction for their Senate dues. However, a significant problem is that there does not seem to be documentation anywhere that indicates that all faculty must pay dues to the Faculty Senate. Language like this would probably need to be in the Constitution, not in the by-laws. Smedfjeld noted that this might be a case where to make that change it would have to go to a full faculty vote and, even then, the wording would need to indicate that dues are "suggested." Kirshner noted that there are legal issues in trying to require people to pay dues. Sandoval asked that it also be indicated that part-timers are not be asked to pay Faculty Senate dues. O'Connell and Honma will work on this further and return with any developments.

Senate By-Laws, and Dues (I): O'Connell

O'Connell and Berkland have worked on the by-laws since the last meeting. O'Connell noted the major changes that have been made, beginning with the exclusion of the particular numbers of faculty, which are always changing. He included percentages of representation for each division. The term for a Senator was noted as being at least a two years. The timeline for having the Senate established for the following academic year was clarified. For elections, the wording "if necessary" was added to reflect reality. Yuen was consulted about the wording regarding secure/online elections, which are also being investigated for the UFO. Smedfjeld asked about the wording in the by-laws that will accommodate Newark voting, if not done online. This wording was corrected to accommodate how voting should work at both Fremont and Newark. Job description information for the Senate President was revised, including the fact that the Senate President meets with various

vice presidents. Information about a specific Senate CCLC representative was removed. Part-time compensation information was clarified to reflect pay at the top lab rate.

The by-laws will be sent out one more time. They will be up for approval at the next meeting. The Constitution will be worked on next.

College Council and the UFO (A): O'Connell & Kirshner

Kirshner moved that one of the faculty members appointed by Faculty Senate to College Council shall be designated as a liaison to the UFO (United Faculty of Ohlone).

Yuen seconded the motion.

Kirshner noted that this motion/issue has arisen because not all work that the union does is at the table and that a lot of work is done in other contexts and that to do this continuing work effectively, the UFO relies on information so that it can intervene in issues (or potential issues) early so that they may be resolved before becoming bigger and more problematic for the parties. He noted that the issues that come up at College Council are not strictly separated from the "working condition" issues normally thought of as the purview of the union. Some issues that come up at College Council overlap with union issues. Kirshner indicated that there is a problem in "missing information" from sources like College Council. He emphasized that things come up at these meetings where it would be helpful to have a faculty designated on College Council who would be a liaison to the UFO.

O'Connell noted that in his experience at College Council that "union issues" do come up. O'Connell emphasized that what is being looked for is not "representation to" College Council, but rather "information from" College Council. Kirshner and O'Connell agreed that this was a liaison role.

Smedfjeld noted that there is "bigger issue" in that it seems that things do not come out specifically to faculty regarding College Council actions. Smedfjeld noted that there is a lack of communication coming from College Council. Discussion, he observed, seems to be taking place in the relatively small group of College Council and not reaching the broader campus community, including faculty.

Tasky noted that her constituents liked this idea of the UFO liaison. She noted that having this liaison would hopefully focus attention, although it is not specific representation.

Voting: The motion was restated. The motion was passed unanimously, without abstentions.

Additional discussion regarding communication coming from College Council took place. O'Connell indicated that since he attends College Council, he will try to begin integrating more information from Council meetings into Senate announcements and discussions.

Smedfjeld noted that the faculty on the Council do not currently seem to have any specific reporting duties. Stiles noted that she was on Council there did not seem to be a simple way to report to faculty as constituents. She noted that there were a lot of complex issues that were difficult to convey to faculty in direct and non-confusing ways.

O'Connell noted that since Faculty Senate appoints the faculty who serve on College Council, it might be appropriate for Senate to ask those faculty to report to faculty. Smedfjeld asked about whether or not it would be possible for those faculty on College Council to report in a direct way to faculty. Stiles noted that it was difficult to seek feedback in advance on issues, given the timeframe of agendas and minutes. Smedfjeld noted, and Kirshner agreed, that it is critical to have faculty on College Council be representing the interests of the faculty and relaying information. O'Connell will pursue this further and will report back to Senate. Wright

noted that at one time Senate was the only shared governance body. He indicated that he felt it was appropriate for Senate to give direction to those it has appointed to College Council.

Other

Ron Travenick will be coming to the next Senate meeting to talk about the 2010-2011 Academic Discipline Report. O'Connell noted that this report is scary.

O'Connell met with Dr. Browning and she offered to come to an upcoming Senate meeting to discuss various issues. She is scheduled to come to the first meeting in November.

An issue has arisen regarding a potential revision/addition to the Board of Trustees policy regarding sexual harassment. There were comments particularly on the last paragraph of the policy. O'Connell had sent this out previously to the Senate. Kirshner noted that it is very important for us to examine this paragraph in the policy. He believes that this policy on "sexually explicit" material needs to be discussed, since the language used in this policy appears to over-ride the academic freedom policy. McManus asked what the subject of the paragraph was. O'Connell read the paragraph to Senate:

"To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy."

Stiles noted concern over this paragraph. Her concern is that it may create the task of having to screen all material that may somehow be interpreted as being "explicit." Kirshner stated that he felt this has the potential to seriously violate academic freedom. O'Connell noted that Browning asked Senate to raise this issue. Wright indicated that the first part of the policy (before the paragraph) was important for the College to have in place. Stiles wondered if the last paragraph was previously in the general sexual harassment policy, as the heading indicates that it may be newly advised.

Kirshner asked that this be made a future agenda item and hoped that this item would not go to the Board for approval before Senate has discussed it. O'Connell will get more information on the addition of the last paragraph to the existing sexual harassment policy. This will be on the next agenda, noted as a review of the clause regarding academic freedom in the sexual harassment policy.

Taskey asked what the revision dates at the bottom of the document pertain to. It is unknown what the dates at the bottom of the document refer to, in terms of what has been added and by whom.

Wright indicated that this policy is coming up because the Board is in the process of updating all of its administrative procedures.

Kirshner repeated his concern that this part of the document conflicts with established academic freedom.

Priyanka Upadhyay is the ASOC representative to Senate.

Meeting adjourned at: 5:12 p.m.

Next meeting will be October 19, 2011 in Room 7101 at 3:30 p.m.