



Ohlone College Faculty Senate Minutes
October 1, 2014
3:30 p.m.
Room 7101

Members present: Jim McManus, Jeff Dean, Bob Mitchell, Chieko Honma, Jeff Roberts, Diane Berkland, Wayne Yuen, KG Greenstein, Sarah Daniels, and Shelley Lawrence.

Members Absent: Jeff O'Connell and Carrie Dameron.

Others present: Mike Bowman, Aristotle Montecillo, Jamie Scobel, Leta Stagnaro, Kimberly Robbie, and Jesse MacEwan.

The meeting was called to order at 3:32 p.m.

1. **Announcements**

Jeff Roberts announced that no Faculty of the Month nominations have been received. Jim McManus said he had a nomination, and Roberts asked that he send him the nomination. He also encouraged senators to send their nominations to him.

The deadline for faculty position proposals is this Friday, Oct. 3, at noon. Faculty members should work with their deans to make sure the proposals are given to Connie Teshara. They will be reviewed on October 10.

Roberts announced that he will not be able to attend a Senate planning meeting in Irvine on October 13-15. Anyone wanting to go should contact him.

2. **Approval of minutes from September 17, 2014 (Action)**

The minutes were approved as read.

3. **Student Equity Plan (SEP) – continued discussion on revised documents from 9/24/14 (Information) - Bowman/Roberts**

Roberts has sent out revisions to the document of Sept. 24, and there is now a revised and tentative timeline.

College Council will be devoting its entire Oct. 6 meeting to a discussion of the SEP and will voting on it at the Nov. 3 meeting. Faculty Senate will be voting on Nov. 5.

Mike Bowman attended to discuss some of the revisions to the document. One revision was that the requirement for a mandatory Personal Development class has been removed. However, he indicated that those in the lowest level of English might still be required to take such a class.

Overall, Bowman stressed that the document will often be reviewed with additions and deletions being made as they seem appropriate and beneficial. We are looking for what works best, so the plan will be flexible. Even as we vote on the plan, we are not trying to rush it through.

Mike Bowman responded to some faculty concerns about the SEP. For example, he emphasized that no one should feel pressured to pass students just in order to meet goals.

K. G. Greenstein was concerned that the terminology in the document meant the library was going to be required to expand its services without adequate support. Bowman explained that the library is included under an umbrella of services. In our new building all of the learning services will be together, including the library.

Both Greenstein and Berkland expressed concern that underperforming students were often those who did not have access to computers or other types of technology. In addition, the price of textbooks also affected access to the tools of learning. They questioned if the plan was responding to those issues.

The issue of purchasing textbooks for students with financial problems was discussed. Greenstein mentioned that the Ohlone Foundation had provided funds for books that could be put on reserve for students. In addition, Berkland noted that the expenditure guidelines said that we could purchase textbooks for reserve usage.

Roberts urged senators to continue to review and consider the SEP. We are ahead of most schools and can push the schedule back some if we need the extra time.

Additions and corrections made by other senators are found after item #10 (Other).

4. Annual calendar of committees reporting to Senate (Information) – Roberts

Roberts initiated a discussion of developing a process for the Faculty Senate to hear from its subcommittees. These are important committees and he stated his belief that it is important we keep current with what they are doing. He said he was interested especially in hearing from such big committees as SLOAC, GE and Curriculum. What frequency should the reports be and what times would be good for the reporting?

Roberts suggested a report from each committee at least once a year with the larger committees reporting each semester.

Jesse MacEwan noted that it would be important for the senate to have specific questions in mind and not just ask the committee chairs to just “come talk to us.” Reports, therefore, might not be needed every semester.

Wayne Yuen suggested that the report could be short; it might be 2-3 minutes or longer if there was something significant to report.

Roberts will communicate with the chairs of the committees and get some feedback.

5. **Distance Education (DE) Committee report/On-Line Education Initiative (OEI) introduction (Information) – Tull**

Barbara Tull was not able to attend the meeting today, so this item will be moved to another meeting.

Jim McManus is on the DE Committee and said that the state is considering some new state-wide policies for all colleges. More information will be available at a later date.

6. **Bookstore items (Information) - Scobel/Montecillo (Follett)**

Jamie Scobel and Aristotle Montecillo attended the meeting to provide information about the bookstore.

Scobel began by discussing the process of textbook ordering. When Montecillo gets textbook information, he uploads the data and it goes online onto Web Advisor. That way students know what textbooks are needed before their class has its first meeting. Montecillo said it was important for faculty to get textbook orders in so that he can order the books and find textbook sources. Delays in ordering can lead to delays in getting the information online.

The textbook order deadlines are October 15 for the spring semester and March 15 for the fall semester. Orders can also be sent earlier.

Shelly Lawrence asked if instructors can just rollover orders without going through the ordering process all over again. Monticello said yes. Just send an email stating the textbooks remain the same.

Scobel addressed some other issues regarding textbooks. If students are having financial aid problems, the return form for books can be changed. Refunds can also be made in case of personal tragedy. In this case, the instructor would ask for the refund based on personal tragedy.

Emergency book loans are also possible, although an emergency book loan program does not currently exist.

The bookstore can also help instructors with designing custom textbooks. If a teacher only needs a few chapters, a textbook can be printed at a lower cost. This is a way instructors can help reduce textbook costs. Markups on textbooks is an agreement between Follett and Ohlone; it is not made unilaterally by the bookstore.

Shelly Lawrence asked about textbook rentals. Monticello said that if a faculty member wants students to be able to rent a textbook, that can be arranged. However, the book would have to be used a minimum of four semesters. In addition, students can later purchase the book if they want.

Roberts asked that the bookstore make a presentation at the next flex week so that instructors would know more about the process and ways that they could help their students.

7. **ADT/C-ID issue (Information) – Robbie**

Kimberly Robbie presented information about the Associate Degree for Transfer (ADT) and the Course Identification Numbering System (C-ID).

Ohlone has 21 transfer degrees, all the ones that are due. In fact, our approval rate puts us in the top 10% of California community colleges.

The C-ID (course ID) numbering is valid throughout the community college system. Each college must have its courses approved as meeting the requirements of the state. course ID.

Robbie noted that 113 of our courses have C-ID approval and another 35 are pending approval.

She stated that on November 1, 2012, we received a memo that stated that all courses for any ADT had to have had their C-ID approval. Without that approval, the ADT would be deactivated, and the college would have to resubmit its application for ADT approval. If a college wants to get ADT approval, all of the courses must have their C-ID approvals. The deadline date getting the course approval has been pushed to June 30, 2015. Deactivation of the ADTs will begin on July 1, 2015 is all approvals have not been completed.

There has been much concern and confusion about this process. Articulation officers, for example, are upset by the lack of information being provided to them. The approval process has been backed up in many cases.

Robbie will continue to send updates to the deans.

8. **Board Election Candidate Forum on October 15 (Information) – Roberts**

Roberts provided an update for the Candidate Forum which will be open to the entire campus community. It will be held on October 15, in lieu of the Faculty Senate meeting. Jan Giovannini-Hill and Joe Lonsdale will be attending. Garrett Yee will not be able to attend as he is on current active military duty. His wife might attend and read a statement.

Roberts will be sending out an email asking for questions; he also has a list of questions from the past, and these can be used.

The format will be the same as the last forum. Roberts will be the only one asking questions. Each candidate will have a chance to respond.

The forum is in lieu of the regular senate meeting; it is possible that the forum will be less than the usual meeting time. Also, if necessary, there might be a short senate meeting after the forum.

9. **Faculty committee placement and management (Information) – Roberts**

Roberts acknowledged the work of Jeff O'Connell in addressing the issue of committee placement and management; however, he stated that we still have work to do on this issue. For example, many committees have vacancies that need to be filled.

Jesse MacEwan stressed the importance of encouraging faculty to become engaged in the work of committees and expressed concern that we not make the process too complicated and discouraging. We should emphasize the ease of getting involved in committee work.

10. Other

The meeting adjourned at 5:04 p.m.

Additions/Corrections to the Minutes submitted by Diane Berkland:

I would just like to add a few of points from the SEP conversation.

1. Clarification: I think KG's question about whether or not additional services provided to students would have to be expanded without additional support was broader than just library faculty. KG, perhaps you can clarify here because maybe I have it wrong...although, I know some counselors from our area also had concerns about this same interpretation.
2. Our concerns with underperforming students was that causes for poor academic performance could be non-academic. Access to technology and textbook acquisition were two examples she provided. I also mentioned that some of the cultures of the identified groups are rooted in "family first" which often becomes a push-pull for the student(s). I think a general statement that poor academic performance could be the result of non-academic factors is fine, including the two examples shared. I don't want to limit our thinking to just these two things as they could be varied and we should be open to others.
3. Another concern that was raised, that trailed off of pointing out the SEP expenditure guidelines, was the lack of detail and clarity of funding (sources and expenditures). In particular, the plan doesn't identify how Ohlone's portion of the \$70M SEP funds distributed for 2014-2015 (just under \$325K) are being spent. Additionally, concerns for lack of the financial plan that indicates sustainable funding and support.
4. I made a suggestion to look at the former TIP (Transfer Incentive Program), as Ohlone did have a program in place to serve many of the student groups the SEP identifies.
5. I also made a correction to the SEP: Probation students are required to complete an academic standing workshop, not a PD course.

Outside of SEP, Jeff mentioned that the DE presentation (Barbara Tull) was rescheduled for the November 5 meeting.

Additions/Corrections to the Minutes regarding SEP submitted by KJ Greenstein:

I think #1 captures the essence of my comments. I was primarily concerned that the Learning Resource Center (LRC) aka Library was part of a plan to provide additional support services for faculty. Mike explained that the "vision" is to develop a center similar to the Innovation and Technology Center that is on the 4th floor of the current library. A similar center might be located in the new building because all of tutorial and the library will be in the same building in a "learning commons."

#2 When Leta said that we can't use SEP funds to purchase textbooks to put on reserve in the library, Diane pointed out that the *Chancellor's Office Student Equity 2014-15 Expenditure Guidelines* does in

fact include books as an appropriate expenditure. I don't know if you want to include this level of detail and back and forth in the minutes, but it was certainly a fact that I remember!

#3 Agree that the minutes should reflect our concerns about the lack of information around the SEP funds.

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