



## Ohlone College Faculty Senate Minutes

May 6, 2015

3:30 p.m.

Mission Pizza (1572 Washington Blvd., Fremont, Ca)

Members present: Diane Berkland, Carrie Dameron, Jeff Dean, Chieko Honma, Jim McManus, Robert Mitchell, Jeff O'Connell, Jeff Roberts, Kathy Sparling, Jackie Vetter, and William Wong.

Members Absent: Brenda Ahnholz and Wayne Yuen

Others present: Leta Stagnaro, Alison Kuehner, Robin Kurotori, Laura Weaver, and Terry Taskey

The meeting was called to order at 3:40.

### **1. Announcements**

Jeff Roberts confirmed that Jeff Watanabe has been chosen as Faculty of the Month. Neither Roberts nor Watanabe will be able to attend the next Board meeting. Jeff Dean will attend the Board meeting and read the announcement of Watanabe's selection.

Rachel Sherman asked Roberts to announce that the Student Learning Outcomes and Assessment Committee (SLOAC) is looking to simplify the process of assessing SLOs. The idea is to get away from the current Curricunet system. More information will be provided at one of the fall Senate meetings.

Roberts stated that the Distance Education Subcommittee will be presenting more information about eliminating Blackboard as the college's course management program and shifting to the Canvas course management program. Canvas is highly recommended, and the college must make a decision in 2016 about making a change.

At the Adjunct Appreciation Day, there were 51 certificates for adjuncts; however, only 11 were in attendance. Despite the low turnout, Roberts and Jeff O'Connell both stated their opinion that it was a good program to continue.

### **2. Approval of minutes from April 1, 2015 & April 15, 2015 (Action)**

The minutes for April 15 were approved as read, and the minutes for April 1 were approved with the following revisions:

Carrie Dameron was in attendance.

Lesley Buehler's first name was incorrectly spelled as "Leslie."

In section 6, paragraph 6, the main idea was that the concept of innovation had been added to the college's mission statement.

In section 6, paragraph 7, the sentence is amended to read "This makes it difficult when a mailing needs to go to all faculty **or an individual faculty member without a box.**"

In section 6, paragraph 8, add the sentence "Wayne will be out for fall and is looking for a replacement."

### **3. Academic calendar for 2016-2017- Roberts (Action)**

Jim McManus moved that the Senate adopt the calendar with the later start date (August 29), and O'Connell seconded the motion.

Roberts then called for discussion. He stated that he had received comments from some faculty. Wayne Yuen, for example, told Roberts that his constituents were split down the middle. Jennifer Harper told Roberts that she wanted a later start so that we could enroll more students.

Diane Berkland stated that some of her constituents wanted an earlier start. She also suggested we have a later spring start to increase possibilities of better enrollment. Roberts stated this was not on the agenda as an action item; he later noted that we could look at a later spring start in the fall.

Alison Kuehner stated that a later start works better with students returning to school. O'Connell argued for a later start because more construction work will have been completed. Carrie Dameron urged that we get some data to see if a later or earlier start affects enrollment.

Dean Leta Stagnaro thought that a later start might allow the college to get enrollment from other colleges if students could not get classes at their colleges.

Roberts called the question, and a vote was taken. The motion passed unanimously with no abstentions.

### **4. SEP Update-Stagnaro (Information)**

Dean Stagnaro reviewed an information sheet (Equity Plan Budget by Activity) she provided to each senator and provided an update on each category in the Student Equity Plan.

A.1 Targeting foster youth: This program is in progress; we have an outreach person.

A.2 Targeting veterans: We have potential office space becoming available.

A.3 Promotion of STEM: Support will be coming from several grants.

B.1.1 Learning communities: Additional planning will be coming from Deans Gutkind and Lieu.

B.1.2 AANAPISI designation: Mike Bowman has done the work for this.

B.1.3. Program Review: The hiring of an analyst is continuing and about to be completed.

B.2.1 Learning support services: Stagnaro is working with the library to determine what we need.

B.2.2 Tutoring: A new Tutoring Director has been hired and will start on May 18. Dean Lieu is using tutoring software to help with tutors and embedded tutors in Math and English.

B.3.1 Faculty Center for Innovation and Technology: Jim Andrews is involved with this and is looking at current proposals.

C.1.1. Basic Skills learning communities: This is combined with B.1.1 (Learning communities).

C.1.2. Program Review: This is combined with B.1.3 (Program Review).

C.2.1. Pilot PD class for underperforming students on placement tests: There is not update here; deans have provided a room for Dean Gutkind.

D.1.1 Degree promotion: Stagnaro is working with Patrice Birkedahl.

D.1.2 Student Planner: The program is up and running. Puente is doing a pilot program.

E.1.1 Awareness of transfer opportunities: Gutkind and Birkedahl are working on marketing.

E.1.2 Student Planner: This is combined with D.1.2 (Student Planner)

Diane Berkland stated that a concern from counselors is whether the interventions will serve the students that need to be targeted. She asked about focus groups that had been planned. Stagnaro replied Mike Bowman was not able to get sufficient people in the groups.

Carrie Dameron asked about what technological support was available for the Equity Plan. Stagnaro said the support would come through the Student Success and Support Program (SSSP).

Stagnaro stated that librarians will take the lead for instructional technology. In response to a question from Dameron, she stated that the money for the Equity Plan was categorical. That means if it goes away, the program goes away.

## **5. Admissions & Records document revisions- Weaver (Information)**

Dean Laura Weaver provided senators with two forms that have been revised due to compliance regulations from the Chancellor's office. She wanted to review them because they are forms used by faculty.

### **Petition for Approval of Overlapping Classes**

Weaver noted that approval for overlapping classes is actually discouraged by the Chancellor's office. Because our AP allows only a five minute overlap, the number of petitions is reduced. This document, used only by Ohlone and two other community colleges, has been revised so that there are now three steps.

In Step 1 the student must provide a valid justification for having overlapping classes. Step 2 must be completed by the instructor. Weaver noted the major change here is that the instructor must keep a log (Log of Meetings) and meet the student to make up the time lost from each class meeting. That means the instructor cannot have one meeting to make up all the time. For each class meeting, the instructor must meet with the student to make up the overlap time. They both

will also need to sign the log for each meeting. All of this needs to be documented. Finally, in Step 3 the dean must approve the request.

Jackie Vetter suggested that the student's name should be on the Log of Meetings. Weaver agreed and will also add a place for the student ID.

### **Petition for Late Add**

This form is used for students who have been attending class but whose names are not on the official roster. The student completes Part I and the instructor and division dean complete Part II.

Apportionment is an issue in Part II, and it depends on which of two boxes are checked. If the student has been attending class prior to the census date, the first box is checked and the college gets funding; however, if the student has not been attending prior to census date, the college does not get funding. If this second box is checked, there must be a valid explanation. In addition, the state will be looking at these issues very carefully.

Weaver wants to communicate these changes to all faculty and will be sending an email. In addition, the information will be posted on the Faculty Senate website. She also thought there could be some kind of fall flex meeting.

Berkland suggested Weaver come to counseling meetings. She agreed and offered to come to any other faculty meetings.

## **6. Strategic Planning goals & objectives- Roberts (Information)**

Roberts stated that the 2015-20 Strategic Plan is still in flux and changes are still being made.

Dr. Browning will have the plan done by Friday; the board will do a first reading at its next meeting. Roberts will send senators the final plan as soon as he has it. He noted that the goals and objectives, the substance of the plan, was not a problem area.

The Senate has to endorse the Strategic Plan by June 4, and Roberts asked for suggestions about how to take the vote. He will send the plan out and senators can respond. When should the voting take place? Jeff O'Connell suggested we vote at the end of finals week. After discussion, the consensus was to take an electronic vote on endorsement no later than graduation day on Friday, May 22.

Dameron asked if we could have an informal meeting. Roberts said that was a possibility, but asked that senators review the document before scheduling a meeting.

Roberts stated that College Council votes on the plan on Monday, May 11; he said he would abstain until there had been some discussion/feedback from senators.

Jeff Dean stated his concerns about the timing of the plan's presentation and the difficulty of reviewing the plan and making edits at this late date.

## **7. Other**

The tentative Senate meeting dates for the 2015 fall semester were identified as 9/2, 9/16, 10/7, 10/21, 11/4, 11/18 & 12/2.

Senate took informal poll regarding whether or not to honor retirees with Retirement Medal – consensus was to not award retirement medals.

Senate representative discussion – draft document shared with Senate regarding proposed revisions to Senate representative structure/terminology, no significant discussion, acceptance would require change to Senate Bylaws – thus, will have this item as another voting element for consideration when endorsement for Strategic Plan is gauged electronically by 5/22.

Consensus noted that Secretary position for faculty member of Senate will continue to take minutes for meetings as opposed to involving Confidential Assistant to VPAA in that capacity to avoid potential conflict of interest issues.

**The meeting adjourned at**

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