

Faculty Senate Minutes  
September 7, 2016  
3:30pm – 5:00pm  
Room 7101, Fremont Campus

*A World of Cultures  
United in Learning*



Members Present: Roberto Santiago, Larissa Favela, Brenda Ahnholz, Sheryl Einfalt, Lisa Wesoloski, Jim McManus, Mark Grabiner, Roberto Santiago, Larissa Favela, Jeff Roberts, Drew Wise, Sobia Salem, KG Greenstein, Nan Zhou, Debbie Franklin, Narinder Bansal, Rose Margaret Itua

Others Present: Robin Kurotori, Heather McCarty, Minh-Hoa Ta, Leta Stagnaro, Rob Smedfjeld, Kimberly Robbie, Bob Bradshaw

1. Introductions
  - A. Everyone introduced themselves and shared something interesting they did this summer.
2. Vote on Ahnholz as Faculty Senate President
  - A. Bob Bradshaw is now Interim Dean of Science, Engineering, and Mathematics, which means he can no longer serve as Faculty Senate President.
  - B. Brenda Ahnholz was identified as someone who was willing to serve as Faculty Senate President, and Brenda accepted the offer.
  - C. Faculty Senate voted on making Brenda Faculty Senate President. Mark Grabiner motioned. All members voted in favor of having Brenda as President
3. Approval of minutes from April 20, 2016 – Roberts (Action)
  - A. Approved with one change – Adding Larisa Favela as someone who attend the last meeting in May. The correction will be made and the minutes will be posted to the web.
4. Identify SSSP representative from faculty senate
  - A. SSSP Committee
    - i. A member of the faculty senate needs to be on the SSSP committee.
    - ii. The committee meets on Tuesday afternoons, from 1:30 – 3:00. The next meeting is in November.
  - B. Nan Zhou will be on this committee.

5. Curriculum Committee Announcement
  - A. Dates to remember in order to have courses in upcoming catalog (2017-2018):
    - i. Curriculum Screening Meeting: October 17
    - ii. Curriculum Meeting: November 21
    - iii. December is the last meeting to approve courses for the new catalog.
  - B. Process of Curriculum Committee report at Faculty Senate.
    - i. The Curriculum Committee report comes to faculty senate as a consent agenda item. Since Curriculum, DE, and GE are subcommittees of faculty senate it is prudent to have the subcommittees report to senate. For the Curriculum committee report, a table that itemizes what curriculum has approved is shared with senate. This isn't a vote, just an opportunity to share the information
6. 2017 Academic Calendar Revision
  - A. Faculty is solely responsible for the academic calendar.
  - B. Ohlone tries to align our summer terms with Newark and Fremont Unified school district since Ohlone receives a number of students from these districts during the summer.
  - C. Since the academic calendars at Ohlone are prepared so early, it's really a roll of the dice when scheduling the summer start dates. In May 2016 the academic calendar for 2016-2017 was approved.
  - D. Kimberly Robbie brought the 2016-2017 calendar to senate requesting the summer 2017 start date to be changed. Proposing to start summer on the 19<sup>th</sup> of June, which means everything would be week later. Fremont Unified recently published their 2016-2017 calendar which has their spring semester ending later than that was originally anticipated.
  - E. During summer 2016 Ohlone had 233 Fremont Unified students taking classes, so it's a big deal to align our calendar with Fremont Unified.
  - F. Rob Smedfeld asked how many 8-week classes there are. An exact number was not available, but the amount of 8-week classes has been increasing.
7. Incomplete grade information and process
  - A. This conversation is a follow-up conversation that took place during fixed flex for the fall semester.
  - B. Title V and catalog language was shared with senate. 2016-2017 Catalog page 35 discusses the incomplete grade process.
  - C. Faculty has the right to give incompletes out, but there is still a

procedural process that needs to be followed.

D. Laura Weaver shared the following:

i. Incomplete Grade Contract

- a. The form can be found in the A&R forms and document, or in person.
- b. Used only for students who need an extension to complete assignment(s) due to unforeseen circumstances. They need to be emergency-like reasons.
- c. On the form, the condition for the I to be removed must be specific. Don't just write "assignments." Be specific. This information is required to be on file. This serves as the agreed upon contract between the faculty and the student.
- d. Issues for this form/process have been raised recently. For example, when a faculty retires. Students want to know how they finish their incomplete grade.
- e. The student is entitled to a copy of the form.
- f. Incomplete and the forms are an audited item. Admissions and records is required to have a copy on file in the office.
- g. A student cannot enroll in the same course in which the I exists

ii. Grade change form

- a. An official grade change form is needed to change a student's grade from an "I" to a letter grade. Admissions and Records will not process a grade change for incompletes if an incomplete form is not filled out.
- b. There are two people who are authorized to change grades in Admissions and Records: Cassandra Harrah and Laura Weaver.
- c. Grade change form and incomplete contract are stapled together and placed in the students file when the incomplete is finished.
- d. There is a maximum of 1-year for an incomplete to turn into a grade. However, faculty can choose to limit the amount of time. For example, if faculty want 4-weeks, they can choose this. It is the faculty purview.
- e. An appeal for an extension is possible for incompletes, but this is extremely rare. If an appeal is made, the division

- dean must give approval.
- iii. Roberto Santiago asked a question: does the student have to be passing in order to receive an I?
    - a. Laura: The answer was no.
  - iv. Rob asked a question: What is the criteria for why someone would grant an incomplete? In other words, is it up to the faculty to decide what the reason is or why the student is taking an incomplete
    - a. Laura: The answer was yes It's a grade that faculty can use, just at the end of the term.
  - v. Rob asked a question: Is end of term defined?
    - a. Laura: The answer was, no. It is not.
  - vi. Medical withdrawal grants a special W for students who petition a medical withdrawal. This would be use when the end of the term is not near and the student must go out.

#### 8. DE committee update and new online evaluation form

- A. Heather McCarty presented two evaluation forms (one for in-person classes and the other for online classes).
  - i. Right now, class evaluations are exactly the same for people teaching fully online and those in-person. The questions being asked are not appropriate for both types of setting (in-person and online).
  - ii. At minimal, Heather and the team that worked on the evaluations would like to get the evaluations approved for revision.
  - iii. Any suggestions for improvements are welcomed.
  - iv. Jeff Roberts shared: This is an overdue process. Students are asked to evaluate faculty with a form that is inappropriate. This is an opportunity to catch better feedback.
  - v. Traditional evaluation also has some modifications.
  - vi. Rob clarified with Heather: This is coming to senate to get faculty input, and then will go to UFO for approval, correct?
  - vii. Heather answered yes. Next steps would be to send the new evaluations out to the new Deans, then to UFO.
  - viii. Brenda thanked Heather and team for doing this.
- B. The need for an Instructional technologist was also discussed during the DE presentation to senate. Heather asked if senate was interested in the position being faculty or staff? And if senate had any suggestions for moving forward with the request to have an instructional technologist.

- i. Jeff Roberts asked if this was a position that could be funded using some of the resources provided by the state.
- ii. Leta responded that this position would need more analysis to determine the need for this position. Also, if it is a faculty position is competing with the other faculty positions which are also sorely needed.
- iii. Brenda shared that she just used rev.com to get a video captioned and felt what was being asked was beyond her capacity.
- iv. KG Greenstein shared that in 2008 the college came very close to rehiring an instructional technologist. There is a need for this position to be a 12-month position, which then becomes an argument for not making this position a faculty position.
- v. Researching this position, there are both faculty and classified people in this position.
- vi. A question was asked: have online instructor been surveyed about their needs?
  - a. Heather responded that she would like to see a survey put together. A survey could add useful perspective.
- vii. Larissa Favela shared that a student's perspective about online learning may be helpful as well.
- viii. Rose Margaret Itua shared that she thought a position like this is highly needed. Ohlone has a lot of veterans that go away and wish to continue their classes online. It would be helpful to have someone assist with creating online classes.
  - a. Jim McManus asked Leta if there was a Veterans source of funding?
  - b. Leta: This is a challenge because academic faculty are needed. A position like this competes against the need for academic faculty. The Veterans fund is categorical, and is not long term. Because a position like this is needed during the summer, there is a good argument to fill this position as a staff position. There was a lot of push back about funding this position through the equity funding. But really, what it comes down to is the real need and how much time is needed for a position like this. Getting data on this information would be a good step forward.
- ix. Sheryl Einfalt asked a question to Leta: During the President's fall speech, 1-million strong workforce was mentioned. What is this?
  - a. Leta: This is a Career Technical Education pathway

program. It's a program focused on getting students prepared for the workforce. This money would not be available to fund an instructional technologist.

## 9. Revision of committees

- A. Bob Bradshaw started the conversation about committees at Ohlone. He noted that Ohlone has a lot of committees. Some committees work a lot, and then others don't. Also, there is not a definition for committee vs. workgroup.
- B. Jeff Roberts sent a survey to Fulltime faculty about current committees and who is serving on what committee. Below is what was found or noticed:
  - i. There are faculty who are only serving on one committee, and others who are engaged in many committees. It's not equitable at all. I understand there is no equitable solution, but it doesn't mean we can't improve.
- C. Bob Bradshaw noticed a few things regarding the committees.
  - i. Three curriculum committees (DE, GE, Curriculum and you could probably add in SLOA,) requires a large number of faculty. 1/3 faculty devoted to these committees. This is a bunch of our full time faculty.
  - ii. Is it possible that there are some committees that only meet for a short duration that can be combined? For example, Faculty Prioritization meets for three weeks during the academic year, and then that's all. Could Faculty prioritization and sabbatical be combined? Are there other committees that could be combined?
  - iii. Are there committees that make changes in state mandates – ex. Transfer, SSSP, Basic Skills. Can these committees be combined somehow and represent one committee assignment?
- D. Terry Exner is drafting a document that outlines how to start and end a committee or workgroup. This document will be coming to faculty senate for approval.
- E. Heather suggested that the duties of the committees be looked at if/when committees are combined.
- F. Jim asked, Don't we evaluate this each year?
  - i. Jeff responded: Yes, it's documented and tracked, but it needs a complete overhaul. In a perfect world, we would be able to identify and make sure we can document who is serving. It would be great if we could solicit faculty to see what they would be

interested in serving on. It's always going to be a puzzle for people to serve on committees. How do we get on a cycle for rotating the times and schedules for committees? Maybe, Fridays can be a committee day. How do we get to a solution to make this better?

Document and identify who is serving, it's time to evolve.

- G. Nan Zhou shared that there should be a standard or guidelines in place for faculty serving on committees.
- H. Jeff suggested that perhaps a workgroup from faculty senate could look at committees.
- I. Sheryl stated that the timing of when the committees meet is a huge contributing factor.
- J. Heather stated that committee meetings should rotate. Perhaps smaller committees can meet virtually. She advocates for having virtual meetings so that as many people as possible can attend meetings.
- K. Narinder Bansal shared that new faculty should pick two committees from the list of big committees during their first year because it is good training for the new faculty. Also, there should be time limits for how long a faculty can serve on the big committees. Committees should also be more diligent about keeping records of meetings: Who attended and who didn't, etc. Perhaps faculty can get 20% load or one less class for taking notes during committees.
- L. Bob shared that he and Rob have talked about this a few times. Being on a committee does not mean participating on a committee. Bob doesn't want to see senate in the position of policing committees. We, the faculty, need to convey the enthusiasm for serving on committees and being part of the governance process. Being a fulltime instructor means more than just teaching.
- M. Rob shared that he is very uncomfortable with senate taking on policing of the committees. He suggested that faculty senate read through the new language for faculty responsibilities in the UFO contract. Rob also shared that If people don't want to be on a committee, then don't be there. Everyone at the GE committee wants to be on the GE committee. If faculty senate wants to take this on, he recommends Identifying what the problem is and what you want to address. Suggested using interest based bargaining which means taking into account all the different stake holders about this process.
- N. Brenda asked if anyone was interested in serving on a revised committee structure that would address faculty committees.
  - i. Brenda, Lisa Wesoloski, Rose-Margaret Itua, Sobia Saleem and Jeff Roberts will be on the taskforce.

The Faculty Senate meeting was unable to get to items 10 – Faculty Senate bylaw revision and 11- Other announcements including sabbatical, faculty of the month, faculty prioritization on the agenda.

Meeting adjourned at 5:00pm