FACULTY SENATE
October 8, 2002
3:00pm To 5:00pm, Room 1804

Present: Nancy A. Brown, David Balogh, Mary Ellen Sullivan, Steve Hodges, Jeff Hickey
(Student Senate), Lisa Feintech, Topsy Smalley, Bill Hill, Laura Thompson-Dickie,
Marcy Alancraig, Andre Neu, Nancy K. Brown, Helene Jara, Dorothy Nunn, Olivia
Hand, Celia Rabinovitch, David Sullivan, Louis Compoginis

Guests: Claire Biancalana, Al Holbert, John Steimnitz (The Voice)

Staff: Bronze Freeman

I. Call to Order
The meeting was called to order at 3:09pm.

II. Minutes
On Page 2, SEIU report, third sentence, change 50% to 15%. Marcy moved to approve
the amended minutes. Lisa seconded the motion. The motion to approve was passed
unanimously.

III. Reports
A. Technology Committee-Steve Hodges
   The Technology Committee will meet on Thursday, October 10 in Room 1824 from
   3:30pm to 5:00pm.

B. Student Voter Registration Drive- Nancy A. Brown
   Nancy will return to this report.

C. Committee Requests- Nancy A. Brown
   Nancy will return to this report.

D. SEIU- Helene Jara
   “The Classified Staff are feeling the pinch of the workload issues.” Helene asked that
   Senators take this issue back to their Divisions. Five positions have been delayed; six
   positions have been eliminated: 1 in Business Office, 1 in Assessment, 1 in A&R, 1 in the
   TLC, 1 from NAS and 1 from Computing Resources. The total number of positions is 11
   with a savings cost to the District of $500,000.00. Helene noted that the Classified are
doing “their share”.
   
   Claire noted that six of the positions were from last year. The NAS position was a half-
time Engineering Technology position that was eliminated.

E. Student Discipline Hearing- Nancy A. Brown
   One faculty member volunteer is needed to serve on this committee; the committee meets
   as needed. Sesario Escoto would like that faculty member to be a non-Counselor. The
   committee addresses student expulsions, suspensions, violations, etc.

   As there were no volunteers for the committee, Nancy A. will serve.

F. Diversity Task Force- Nancy A. Brown
Jose Millan has put this task force together and is need of 2 faculty representatives. Nancy had “targeted” some people that she thought would be interested, but has not heard back. Nancy asked the Senators to please find some volunteers for the task force.

Helene volunteered to serve on the task force; Nancy will notify Jose. Referring to the Connerly Decision, Nancy noted that Jose is training people to work effectively on the hiring committees.

G. California Assessment Institute- Marcy Alancraig

The Institute was co-sponsored by the Chancellor’s Office and the Accreditation Committee; the new Standards were discussed. Marcy noted that the Accreditation Committee is an independent body.

Regarding the new Standards, Marcy noted that people had been told to wait until the end of the year; Marcy felt the Standards were “looser”. Regarding evaluations and the law, Darlene Pachinko had stated that, “we are not going to be held hostage by any Unions” when questioned about the due process of faculty evaluations. When Marcy had questioned, “What is a program?” the response had been that the college would define that and to wait for the instructions from the Accreditation Committee.

Claire noted that her impression regarding evaluations was that, “we somehow have to mention Learner Outcomes”. It was believed at Faculty Senate that the intent was based upon student outcomes; Claire is no longer sure that is the intent. Claire found it interesting that when the Learner Outcomes are read, the college will identify, measure, assess and based on assessment will improve the outcome of learners, but it does not say what the outcomes would be. Claire noted the importance of having a “widely represented planning committee to accomplish things for your college”.

Claire referred to American Samoa College that was having difficulty preparing for Accreditation because the Standards state that the Board elects the college President. As the State Governor elects the President of American Samoa College the college is unable to meet the Standards. The Accreditation Committee had told the President of the college that they did not care how he met the Standards, as long as he met them or the college would be placed on probation. Claire noted that American Samoa College has already been accredited for 20 to 30 years and the Governor had always elected the President, so Claire asked how the process had been done previously.

Marcy noted that other schools had also presented. The Accreditation Committee had stated the need to assess on the program and certificate level. Marcy remarked on the “course imbedded assessment”, so a student portfolio could be used for a school to assess; this is a new trend and the student would not receive a grade for the portfolio.

Marcy commented upon how the History Department from Long Beach and a Psychology Department were defining their programs and “putting in tons of time for a tiny group of students”. Both the departments only had 2 graduates; exams were going to be given by each department.

Marcy noted that the Cabrillo College Resolution had also been mentioned at the meeting. Claire noted that the Institute had been a good experience and presented an opportunity to hear of the ways that colleges in different regions are implementing the new Standards. Claire commented that she had been very impressed with Janice Denton
from Raymond Walters Community College that is tied to the University of Cincinnati; the faculty point of view had been taken. Claire hoped that Cabrillo College would use the same methodology. Claire remarked that the college had used a rubric for assessing a numerical value using an assignment. Numbers were never submitted, but each individual faculty member kept a binder on each individual student so that Accreditation could go to each individual faculty member. The whole program was also looked at, the GPA’s for graduation from transfer universities was asked for and the numbers of students graduating was looked at. Claire was, “enthused by what was said because it was driven by faculty”. Marcy concurred, “loved her model” and hoped that some aspects of critical thinking and writing could be used. Critical thinking and writing had been decided as the only two good assessment tools by the faculty.

**H. Student Senate- Jeff Hickey**

Jeff commented upon the Instructional and Divisional Support Funding. The Student Senate enjoys doing this and it contributes to Instruction, the students and the campus.

Jeff invited the Faculty Senate to attend the Student Senate meetings. On October 31st there will be a Harvest BBQ with pumpkin carving and costume contest. There will be two $300.00 scholarships for a writing (scary story of 750 words) and an art (caricature of Sammy the Seahawk) competition. Faculty mailboxes will be stuffed with flyers; please inform your students.

Jeff noted that with only a one-week notice, the 9/11 Scholarship had received 20 writing and 15 art submissions. The Student Senate had also given $5,000.00 to Proposition 47 and $14.00 to Financial Aid and there is $8,000.00 for Instructional support. Jeff will also be speaking to the Aptos Rotary, and has sent information to local businesses in an attempt to raise more money.

**IV. Action**

A. **Senate By-Law Revisions- Nancy A. Brown**

Nancy will revisit this item after Al has spoken.

**V. Old Business**

A. **Faculty Computing- Al Holbert**

Nancy noted that the primary issue is the replacement of “dying” computers. Al remarked upon two issues: 1) the false belief that CR has a fund for new computers; a fund never existed. The computers come from special funds, which are allocated year-by-year and 2) new faculty only receive a new computer is the position is new; if a faculty position is replaced the new faculty member would receive the existing computer.

Al noted that decisions are made with the help of the Technology Committee. Al remarked that they had seen the summer before last where the budget was going and the decision was made to focus on the classrooms, instead of on the computers. CR had tried to upgrade faculty computers with what was available. Al remarked that the Chancellor’s Office had said that Cabrillo College should receive $37,000.00 that was left over from the Technology Fund; if the TTIP goals are met the funds could be passed along “with no strings”. Al and Claire had both agreed that if Cabrillo College received the funds, it would be used for computers. Al and Ray are working on a “stronger” computer, which could be purchased for under $600.00 each; Al noted that would “stretch” out the $37,000.00.
Al remarked that he knew that the situation was frustrating and asked the Senate to inform their constituents that if they have any problems, they must inform CR. Al noted that CR is also attempting to install tracking software at the Help Desk.

Al asked that people contact either himself or Ray, or your Division Dean if you have a computer problem that is not being addressed. “Help us to help you.”

Nancy K remarked that the $37,000.00 sounded optimistic and asked if the Faculty Senate could help in any way in acquiring the funds. Al responded in the negative. His understanding is that it would be P2 funding, if the letter is received, the college could release the funding. Nancy K. noted that she had spoken with Ray regarding the Division prioritizing needs, but Nancy K. would like an assessment done. Al responded that the assessment had already been done, “his folks are good about letting him know the needs”. Al remarked that about half the faculty are getting better equipment than they had in the past.

Nancy K. noted that the other issue is to build up a fund; she is advocating for those whose computers don’t work. Nancy K. noted the need to be proactive in planning. Al responded that he had gone to CPC, “but there is no money”. The cost for the non-instructional side repair is only $34.00; in a number of categories there is no money. Al noted that if the Senate wanted to do something as a group, they would need to educate the Governor and the Department of Finance.

Topsy noted that faculty needs were important, but the staff also has needs. The staff in the Library does not have millennium software. Al asked to be informed as to who had needs. Bill questioned why Cabrillo College does not have site licenses for software. Al replied that Cabrillo College had never been in the position where site licensing made sense. Bill asked if the college had thought about doing it as a regional group. Al responded that it is what the Foundation does. In response to David’s question regarding miscellaneous software and a state of the art machine in every Division Office to meet special needs, Al responded that he had spoken with Francine regarding this and she felt the technology was available to the campus. Al noted that if this is an issue, please speak with Francine or ask to receive “a system that will meet whatever the needs are”. Al can be reached at extension 6558.

IV. Action

A. Senate By-Law Revisions- Nancy A. Brown

Nancy distributed a copy of the Bylaws of the Cabrillo College Faculty Senate. Nancy asked that the Senate please think about the language and pointed out the things that bothered her. Nancy asked to change the Division Chair language to read Division Dean.

On Page 7, the language regarding the poll times, this would need a wider span of time, as most Adjunct Faculty are not on campus all the time. On Page 10, Section 1, there is a term limit clause. Nancy remarked that the Cabrillo Senate “has not followed this all the time as a matter of practice”. The language on Page 10, Section 3 states that a Senator resignation would only be accepted by a majority vote; please think about this. On Page 13, #3 Nancy noted that the curriculum rules were written before the changes had been made in the process. Paragraph 3, the 2nd sentence would involve a lot of changes. Nancy asked the Senate if they would agree to let her make the changes and bring it back. The Senate was in agreement.
Nancy asked the Senate to look at the standards of evaluation; Nancy will make the appropriate language changes. On Page 14, Section 4, Nancy pointed out that the Finance Committee had not existed since the 1980’s. Nancy noted that the Senate used to do the work of the Union. The language on Page 15 will be struck regarding the Finance Committee and the Professional Rights Committee. Nancy will make the appropriate changes and bring this back before the Senate.

David remarked that he would keep an archived copy of the bylaws on the Senate Website as he does for curriculum. On Page 16, Nancy noted that there is no longer a faculty journal; Allan Lonnberg tries to do a journal publication for both the Senate and the Union. On Page 17, Nancy remarked that there was a “kind of typo and a kind of problem”. Section 11, the Executive Committee of the Senate, it states that 3 Senators are elected by the President. Nancy thought that people would want to attend as few meetings as possible. Nancy asked the Senate if there should be a committee with 3 Senators elected by the Senate President. Marcy suggested having the committee as needed. Nancy suggested Ad Hoc. Claire suggested the language, "may have committee". David remarked that past practice had been to have an Executive Committee meeting on Tuesdays for those who wanted to show up. David asked that those who would like a meeting let him or Nancy know.

Nancy remarked that the Senate Office is difficult to find and is sometimes used by JC’s helper; Nancy would not like to move her. Nancy asked that the Senate look over the bylaws and the three major changes, 1) change “faculty” to “all faculty”, 2) change “Division Chair” to “Division Dean” and 3) change “Division Chair Council” to “Instruction Council”.

V. Old Business

B. Senate Goals- Nancy A. Brown
   This agenda item will be held over.

C. Process regarding Program and Course Name Changes- Mary Ellen Sullivan
   Mary Ellen noted that the subcommittee had met and decided upon an insertion in the Curriculum Handbook. Mary Ellen distributed a handout; the insertion in the handbook distills Jay’s notations about the problems that students face when a program name changes. The insertion would be bulleted. The first bullet would read, “Is the change in the best interest of the student?” The second would read, “Does the change further the students transfer goal?” The third, “Does the change further the student occupational goal?”

   Mary Ellen remarked that they did not want to create another committee to handle this issue. This year, the insertion will go to the Division Curriculum Committee members to be added in; it will go to next years Curriculum Handbook. David inquired about his suggestion of placing program-tracking information in the Catalog. Mary Ellen responded that they did want this to fall into Dale Attias’ lap, “They are doing tracking and have suggested ways to track”. For example, a letter could be sent to students or a notation could be placed in the Catalog to direct students as to where to go.

   David noted that the Catalog is an official transfer document, and suggested placing the onus on faculty writing the curriculum to put in the notation. Mary Ellen remarked that she does this on transfer courses. David inquired if occupation and vocational education
would be affected if employers could not see the information in the Catalog. Mary Ellen noted that it would be more helpful for students to obtain information off of the website.

VI. New Business
A. Budget Resolution- Jay Jackson and Nancy A. Brown
This will be held over until Jay arrives.

B. ASCCC Voter Registration Drive- Nancy A. Brown
Nancy distributed a handout entitled, “Why Should Community College Students Become Registered Voters?” and remarked that Hoke had decided that there was an inequity of funding between the State and Hoke would like to register students to vote.

The State Senate is sponsoring a voter registration drive. Nancy had contacted the Women’s League of Voters; they will set up registration tables at both the Aptos and Watsonville campuses. The 21st is the last day to register. In response to Dorothy’s question about lower campus, Nancy responded that Manuel had stated that they could set up tables anywhere that they would like. Manuel had suggested that the tables be moved around campus.

Nancy distributed another handout entitled, “Instructions for Faculty” in respect to instructing students about voting. Nancy noted, “We have to ask ourselves if we want it duplicated and put in faculty mailboxes”. Steve remarked that if this document existed in a word file, he could place it on the website.

Bill noted that there is a URL where you can register to vote online; Bill will provide the Senate with the URL address. Nancy suggested distributing the flyer with the URL. David suggested placing voter registration cards in Division Offices. David noted that the Unions also send around a card with suggestions as to votes on propositions; if the Union could do it the college could take a position as long as college funds were not used. Jeff suggested that the Student Senate support Proposition 47. Claire noted that the college could not direct students as to how to vote; if a group supported a vote, then an opposing voice would have to be heard as well. Bill noted that the website for voter registration displays both the pros and cons for propositions and measurements.

Nancy noted that if Steve could send the file back to Nancy, she could distribute it to all the faculty and The Voice. Marcy noted that she was not comfortable with the faculty instructions but she was comfortable with asking the faculty to inform students about registering. Laura concurred with Marcy; “it would be a good instructional tool”. Helene asked if the Student Senate could make a “splash” on campus. Jeff replied that with incentive from the Faculty Senate, he could look into it.

In response to Louis’ suggestion to have a Student Senator go to the classes to inform students about voting, Claire replied in the negative, because the opposition would then have to visit those same classes. Bill noted that one of the Propositions would change the California Constitution; it would make it easier to vote.

A. Budget Resolution- Jay Jackson and Nancy A. Brown
Olivia spoke for Jay, as he was absent. Jay would like a resolution to keep the budget away from the students. Out of concern for budgetary problems, the resolution suggests budget cuts from areas not involving direct student contact; Jay will work on the whereas.
Nancy asked the Senate to consider this. She will get the file of the whereas from Jay and send it out to the Senate. CPC meets in early November to discuss the budget. This will be an agenda item for next time.

C. Unsolicited Complimentary Texts- David Balogh
David reiterated his previous comments regarding texts that are left unclaimed in Division Offices. David felt that it was inappropriate for staff to have to deliver these book and when they are not claimed to have to send them back. The current discussion is about what to do with these books, 1) sell to a book buyer or 2) give the money to the Foundation or the students.

Andre commented that he thought that the previous English Division has sold the texts to a book buyer and used the money for scholarships. He did not remember if it went through the Foundation. Helene suggested that the money be used as a gift fund for students to use to purchase books. Claire reminded the Senate of Zoë’s “Look A Book: A Book Loan Program”. Nancy remarked that this would be an action item for next time; please take this to your Divisions. Steve suggested placing it as a suggestion to the Divisions.

In response to John’s question as to how much the books could be worth, Nancy K. replied that she had sold 12 books for $160.00 and used them money for the Library reserve. David noted that with fewer Divisions, there is less room and more books. David remarked that by definition, “unsolicited mail is a gift”. Dorothy commented that is they were to make the recommendation it would “be nice to have a list of the sellers available”. Nancy stated that the names were available. David remarked on the need to have a fair and equitable way to use all the booksellers, instead of just one.

VII. Reports Continued
Nancy noted the area meeting is on October 18, 2002 from Noon to 4:00pm; lunch will be included. The Area B issues for the spring plenary session will be discussed.

VIII. Agenda Building
1. Bylaws
2. Increase classes taught by full time faculty.
Please send any suggestions to Nancy A.

IX. Items From the Floor
There were none.

X. Adjournment
Helene moved to adjourn. Bill seconded the motion. The meeting adjourned at 5:00pm.