FACULTY SENATE  
November 19, 2002  
3:00pm to 5:00pm, Room 1804


Guests: Claire Biancalana, Francine Van Meter, Claudia Close, Dale Attias, Melanie Dolezal (AGS), Zoë Davidson, Mary Ellen Hislop (The Voice), Karen Farrell (re-entry)

Staff: Bronze Freeman

I. Call to Order
The meeting convened at 3:10pm. The Senate agreed to purchase more tea for Culinary Arts to replace the tea that was stolen at the last meeting.

II. Minutes from October 22, 2002 Meeting
Topsy moved to approve the minutes. Steve seconded the motion. The motion was passed unanimously. Nancy A. pointed out two errors that needed correction on Page 2.

III. Reports
A. Election Results- Nancy A. Brown
Rory O’Brien was elected Vice-President/President/Elect. The new At-Large Senators are Terry Fetterman, Sue Holt, Topsy Smalley and Dan Rothwell.

B. ASCCC Fall Plenary Session- Nancy A. Brown, David Balogh, Rory O’Brien
Nancy, David and Rory attended; there were many resolutions that were passed on Accreditation, including the “Cabrillo Resolution”. Nancy will send the Senate the URL once the resolutions have been posted on the Academic Senate website.

Nancy is concerned with resolution put forward by the CEO’s that was approved. The resolution is a request that college obligation to hire full time faculty be cut by 50%. The Union did not oppose the resolution, it was supported by Marty and the Academic State Senate was not present, therefore the resolution passed through the Consultation Council and went to the Board of Governors. Nancy noted that Mark Liu had submitted a resolution that the Academic State Senate should oppose the cut; his resolution was passed.

C. Standardized Application for all websites- David Balogh
David had written a resolution regarding this that was passed. The current best application is $600.00 per computer for Disabled Students; David would like a standardized application for all websites.
D. Plenary Session- Rory O’Brien
Rory stated that the session was “a wonderful experience” and “inspiring”. Rory had been interested in how the state would deal with Accreditation. Rory will discuss this later on the agenda.

E. CPC- Nancy A Brown
Nancy distributed a handout from Vice President Pegi Ard. Nancy had raised the issue at CPC of the decline of contract faculty at Cabrillo College; Pegi had looked at the last several years. All funded positions were included in the handout, even if they were not filled.

Nancy noted the first page is a Position Control Number Analysis; Nancy read through the numbers comparing Certified, Classified, Administrative Management and Confidentials. Page 2 shows the obligation and where Cabrillo is ranked statewide. The fall of 1998 is when the regulation changed to include Counselors/Librarians and other non-teaching faculty; Nancy noted the increase in numbers. Noting the graph on Page 3, Nancy commented, “Not the best, not the worst.” On Page 4, Pegi tracked how Cabrillo stands in terms of salary and benefits. Nancy thanked Pegi for her work.

Nancy noted that Pegi had done another 03-04 base budget overview looking at the worst and best possible; the vacant space is due to SEIU contract negotiations. The best case would be a positive ending balance of $33,000.00 at the end of the year. The worst case would be a deficit of $200,380,000.00; the middle deficit would be $769,000.00.

David B. noted his concern with the Classified meeting the needs of the college with the large number of retirees and reminded the Senate that this was a Golden Handshake retirement year. David raised this issue at CPC on how to deal with the training, hiring, etc. in a planning mode, not a reactive mode. A subcommittee had been suggested; “Pegi came up with how to do this”.

Nancy remarked that previously, retirement parties had been held every other year to save money. Nancy noted that parties could be held for less money and asked that the Senate consider having a party this year. Nancy commented that Stephanie Stainback had stated that those retiring would not have to announce it until February. Helene noted that there were 4 Classified retirees so far; Nancy remarked that there was also a couple of faculty retiring. Helene had agreed to host the party again.

F. Student Senate- Jeff Hickey
There will be a turkey dinner on November 25 at 5:30pm at the Aptos Campus and November 25 at 5:00pm at the Watsonville Campus.

There were 6 departments that received grants, $48,000.00 had been requested, but there was only $6,000.00 available to award.

Jeff noted that the college should hire four more faculty, remarking that when the budget is low the number of vocational students increases; “it is important to keep curriculum up”.

G. Technology Committee- Steve Hodges
Steve noted that the Library would be getting 60 new computers; the computers are 5-years old. Computers will be found for other instructional areas. Steve remarked that AI is trying
to obtain $37,000.00 for faculty machines. The system is now running at 10 mega bits, so there will be no “lagging”. Work is continuing on the new website; there will be a demonstration at the next Technology Committee meeting. Steve noted in response to David’s issue with a standardized application for websites, that the committee has not yet discussed the disability issue; he will bring this up at the next meeting.

Steve noted that the committee voted to recommend a closing procedure for when faculty and Classified leave Cabrillo College permanently to clean up their computer accounts. CR is doing a redesign and is moving away from Novell toward Windows. There is more security on the Drives and there will be more data space. Steve remarked that there will be a new system in the TLC for burning DVD’s and videos. The Technology Committee had decided that it would be cheaper to drop the printer support contract; this will now be done in-house, if a problem cannot be fixed, the printer would be replaced.

H. SEIU- Helene Jara
Helene noted that SEIU is extremely pleased with the work done with the Faculty Senate President, the CCFT President and the SEIU President regarding the budget issues. Nancy remarked that Stephanie has an “amazing sense of the college”. Nancy noted that Pegi would be doing this at CPC; Nancy will report on this later.

IV. Action
A. Senate By Laws Revisions- Nancy A. Brown
This agenda item was not addressed.

V. Old Business
A. Budget- Nancy A. Brown
Nancy stated that CPC would be meeting tomorrow and asked for direction. Regarding Academic Staffing, the Senate should endorse the hiring of at least eight of the contract positions on the list.

B. Academic Staffing- Nancy A. Brown, Claire Biancalana
Claire distributed a list of positions. Claire noted that the list was a culmination of numerical points, the voted list from Faculty Senate, the voted list from Instruction Council and then Claire went through the program plans and looked at the part-time to full-time ratio and created the list that was distributed. Claire had asked herself, “If I only had one which one would I fill?” and then moved down the list. Claire added that the number that will be recommended is 6, 7 or 8.

David B. noted that the first 8 were mostly retirements or replacements. Regarding number 5, Claire stated that the term “replacement” had been used in the presentation. Claire directed the Senate to look at the two conversions and the growth (Anthropology and Spanish) and noted that it had been a “difficult process”. Nancy remarked that they would argue for number 8 due to the large Anthropology sections and the few full-time faculty currently in the program. Nancy noted that a review of the academic staffing process would begin again next year. Jaime remarked, “so on the list, a position could keep slipping until the program was lost”.

C. Accreditation- Rory O’Brien
Rory distributed handouts titled, “Introduction to the Accreditation Standards”. Rory noted that is would present a new way of looking at Standards and a glossary is included. Rory stated that he would “pitch a couple of ideas and Marcy wants to provide an update”.

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Marcy commented that the Learner Outcomes Subcommittee had done research this semester. Marcy remarked that Topsy was mapping how the standards will link to different parts of the campus; Michael Mangin is researching the Capstone Concept and how it may be applicable to Cabrillo College; she is researching another model that is teacher oriented; Rory is looking at, if Cabrillo had to meet the Standards now, what are we already doing?; Michael Mangin and Debora Bone are researching the effect on evaluations and Marcy and Diane Putnam are researching how to have an open house on Graduation day and “will slip in Assessment”. Marcy will be presenting at West Valley College on Friday on “what Cabrillo College is doing”.

Rory noted that the ACCJC has passed the Standards and commented that a number of colleges over the years will begin to implement the Standards; the rest of the colleges have until 2004 to implement the Standards. Rory noted that there had been 10 Standards; they have been collapsed to 4. Marcy remarked that on the website Cabrillo College is listed as the year 2008.

Referring to Page 22, #A, 2b, Rory commented that he had discussed student outcomes with a woman from Palomar College. Rory noted that at Palomar College, six faculty members are receiving ½ reassign time for three years; they were the only faculty to do this. Rory wondered where the money would come from. Rory noted that in the Cabrillo Resolution, the faculty had stated, “undo influence on how we do our business” and pointed out the corresponding language in B, #1a on Page 24. Nancy read the Cabrillo College Resolution that had been passed, noting the language had been changed to “Academic Senate” instead of “Cabrillo College Faculty Senate”.

Regarding MSLO (Multiple Student Learner Outcome) Assessment, Nancy noted that the Academic Senate was saying that ACCJC could not tell us what the MSLOs would be. Claire remarked that there was not an objection to the measurement, but to certain imposed measurements. Topsy remarked that the underlying assumption was that “we are not teaching and need to be checked up on”.

Rory suggested that this be brought to the Governing Board noting that “we do have to accept in order to reject”. Rory expressed doubt that the Board was aware of all the faculty concerns. Claire responded that Nancy A. had been articulate in informing them. Referring to Page 25, #i, Rory noted that it was the job of the President to ask the Board and the “Boards job is to protect us”. Nancy clarified for Jeff that there was nothing explicit stating what would happen to faculty that did not follow the new Standards. Rory commented that the “Accreditation Board decided if we are meeting the Standards. If we are not accredited then students here would not be able to transfer to four-year institutions”. Marcy offered to speak to the Student Senate about the Accreditation Standards.

Claire stated that AAJC had not decided on how Cabrillo College has to implement these Standards. Rory noted that the State Senate’s position is to “disrupt”. Rory’s recommendations are to 1) have the college President speaks to the Board and 2) one of the resolutions put forth by David B. was not passed; the idea of the resolution was that the CEOs of Community Colleges could state to AAJC “We don’t want this.” Rory noted that the President’s provide the money for Accreditation and he would like the Faculty Senate President to open a dialogue with the college President to “work to protect the faculty”.

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Nancy A. noted that Mark Snowhites resolution had passed. Mark had argued that the new Standards would place an increased burden on colleges to increase research; he had suggested taking this to the Chancellor and Legislature as an “unfunded mandate”.

Nancy remarked that item would be carried over, the discussion needs more time, and “we need to consider as a body how this will affect us”. Rory stated that “the faculty have taken a stand and the Vice President of Instruction and the President should be asked to defend us.” Nancy asked the Senate to consider the situation with respect to Accreditation to the Board, the resolution, read the Standard 4 and to tell the President that he should agitate with the CEO’s.

VI. New Business
A. Look-a-Book- Zoë Davidson
Zoë distributed informational pamphlets on the Look-a-Book Program and noted that this pilot program had started this semester to loan books to students in General Education that could not afford to purchase the books; students qualify based upon income and faculty recommendations. The program started with 24 books. Zoë was present to promote the program; the second implementation will be in the spring.

Zoë would like the Senate and the Look a Book committee to work together to get sample books donated or for faculty to donate the money generated from selling books to book buyers to the program. Zoë stated, “We want your help, your books and your money.”

In response to Nancy K’s question as to where the books would be housed as the program grows, Zoë replied that Loreen Easterly is the “administrative umbrella” and has donated a storage room while the program is small. Nancy K. noted that the Senate had held this discussion before as to what to do with the sample textbooks. Nancy K. suggested that instead of donating the books directly to the program, faculty could negotiate with the book buyers and forward the cash directly to the program. Zoë agreed and noted that the program has an account set up with the Foundation; the money would go directly into the account.

David B. remarked that many unsolicited books are not used and it would be better to give the money to the program and unsolicited books are sent as gifts, if the faculty do not want them, the books could be sold to a book buyer if they are current editions. David noted that this would have to be individual faculty member’s decisions. Zoë commented that there would be an AGS Bake Sale tomorrow to raise funds, and other ways to generate funds are being looked at. David B. remarked that faculty could use older editions and students could donate their books that they could not sell back. Nancy A. suggested sending an e-mail recapitulating what Zoë had said.

Louis suggested that the Divisions rotate taking turns housing the books. Zoë stated that the program was counting on faculty to “help pull this together”. Nancy A. will send out the e-mail. Jaime suggested that faculty could do a payroll deduction directly to the Foundation for the program. Zoë introduced Karen Farrell from the re-entry program; Karen will also take questions regarding the program. Karen stated the whole idea of Look-a-Book had been Zoë’s idea and the work of a year was done before being presented today. Karen introduced Melanie Dolezal from AGS who is supporting the program with bake sales, etc.

B. Turn-it-in/Flex 2003 Calendar- Francine Van Meter
Francine distributed copies of the Flex Calendar draft for February 2003; “some things on the calendar still need to be solidified”. Francine read through some highlights of the
calendar; the Staff Development Committee had approved the calendar. Francine noted that the Wednesday would be “Adjunct Day”. The calendar will be available the week of December 1st. Laura moved to approve the Flex Calendar. Dorothy seconded the motion. The motion to approve was passed unanimously.

Francine distributed handouts regarding “Turnitin”, the plagiarism detection software requested by faculty. There is a hyperlink for the source to show what has been copied. Francine noted that the TLC purchased the trial software for $2,000.00; the TLC has helped faculty set up accounts and so far 10 faculty have used the software and students may also use the software. Francine commented that the pricing model for the software is based upon FTES; the cost to the college would be $5,900.00 per year. Francine spoke with the Vendor, and they have agreed to extend the introductory $2,000.00 fee for another year. Francine thinks, “they can work it out” regarding the pricing.

Francine noted that there is a Flex activity in the spring on plagiarism; the focus will be on using the software as a preventative tool. The software also has the component on citing research and students can submit their papers. Claire commented that she hoped that more than 10 faculty would use the software. Francine remarked that papers not on disk could be scanned into the computer and run through the software. Francine invited faculty to Room 1095 (TLC) for demonstrations of the software. Jeff commented that students could use the software to see if they would get caught. Marcy moved to support “Turnitin”. Jaime seconded the motion. The motion was passed unanimously.

C. Curriculum Committee Minutes- Claudia Close

Nancy noted that the language “Minutes” should not have been used on the agenda. The Senate will be voting on the duties of the Curriculum Committee. Nancy read through the duties of the Curriculum Committee, noting the compromise regarding the fiscal aspect. Marcy moved to approve the duties of the Curriculum Committee. Steve seconded the motion. The motion was passed unanimously.

Claudia stated that the October 16, 2002 minutes would be approved at tomorrow’s Curriculum meeting. Claudia noted that the Curriculum Committee had also unanimously rejected remuneration for curriculum work.

Claudia informed the Senate that over the summer, the state had mandated that some courses (Basic Skills and ESL) could not be repeated or remunerated; labs are included. Claudia noted that the Senate needed to be aware of the impact this will have on students. Claudia commented that courses would have to be written and departments would have to fund the courses. Marcy noted that 255 and 290 would become 255 and 256. Claire commented that students would be asked to take 233; if they failed they could then take 236. Claire clarified that labs could not be repeated; different labs would have to be created. David B. stated that the numbers could remain the same; they would just become A through Z. Marcy stated that the English Department had been told that it would affect Basic Skills and the 100 level. Marcy commented that the Composition Committee was thinking of ranking the 100 level A, B and C and noted, “this would affect your prerequisites”.

Claudia noted the “wonderful curriculum that is coming down the pipeline” and invited faculty to look at the Curriculum Handbooks in each of the Division Offices.

3:57pm. The Senate broke for a group photograph.
4:00pm. The meeting resumed. Nancy informed the Senate that although the October 16 Curriculum Minutes had not yet been approved by the Curriculum Committee, Claire would like a vote as the curriculum will be sent to the December 2 Board meeting. Steve moved to approve the minutes on the condition that the Curriculum Committee did not reject them. Marcy seconded the motion. The motion was passed unanimously.

In response to David B’s suggestion that Senate meetings be coordinated with Curriculum Committee meeting, Nancy noted that this could be looked at in the future; Room 1804 is already booked for the coming year according to the current Senate schedule. Claire commented that the discrepancy was due to the last meeting being a special meeting for Academic Staffing.

D. Academic Calendar- Nancy A. Brown, Claire Biancalana
Claire distributed copies of the Academic Calendar for Fall 2003/Spring 2004. The calendar will go the December 2nd Board meeting. Claire noted that CCFT had approved the calendar yesterday. Marcy moved to approve the Academic Calendar. Lisa seconded the motion. The motion was passed unanimously. In response to David’s question as to why if Wintersession is paid by Adjuncts it could not overlap with Flex, Claire replied that Flex is part of the 175 days.

VII. Reports Continued
There were no further reports.

VIII. Agenda Building
There were no further agenda items.

IX. Items From the Floor
There were no items from the floor.

X. Adjournment
Andre moved to adjourn at 5:05pm. The meeting was adjourned.