FACULTY SENATE
October 18, 2005
3 - 5 pm, Sesnon House

Present: Marcy Alan Craig, David Balogh, Virginia Coe, James Durland, Paul Harvell, Steve Hodges, Susan Hoisington, Sue Holt, Jay Jackson, Andre Neu, Rory O’Brien, Randa Roland, Georg Romero, Dan Rothwell, Barbara Schulz Perez, Deborah Shulman, Topsy Smalley, Christy Vogel

Liaison: Dale Attias, Renee Kilmer, Diego Navarro, Michele Rivard

Guests: Janis Keyser, Margery Regalado Rodriguez

1.0 Call to Order
The meeting was called to order at 3:07 pm.

2.0 Review of Agenda
Senators reviewed the agenda. Rory noted that Claudia Close was unable to attend and therefore the Curriculum Committee material is delayed until the next meeting.

3.0 Minutes
The minutes from the previous meeting were not ready; they will be considered at the next meeting.

4.0 Items from the Floor
Marcy Alan Craig announced that there will be a Transfer Lunch to honor students transferring from Cabrillo at the end of the Spring 2006 semester on May 11.

5.0 Officers’ Reports
5.1 President’s Report – Rory O’Brien
Rory announced that a community open house is being planned to showcase student performances on graduation day. Short surveys of community members will serve as part of the accreditation self-study. The open house has a working title of Cabrillo Festival.

Rory reported that he and Steve Hodges attended the Area B academic senate meeting at Diablo Valley College. The Executive Committee of the statewide Academic Senate is generating resolutions for the November plenary sessions and additional resolutions have been prepared at the area meetings.

The Enrollment Management Task Force meets on alternative Tuesdays.

Rory asked faculty to be understanding of the adverse effects of the current bus strike on student attendance. Michele Rivard mentioned that the bus pass can now be used as parking permit.

5.2 Vice President’s Report – Steve Hodges
Steve reported updates from the Tech Committee. The Datatel payroll project is proceeding well. In anticipation of a construction cut in the computer network, Computing Resources will establish a laser system to complete the network circle. Computing Resources will also lease dark fiber for the Watsonville Center and create a disaster recovery plan.

Concerning distance education, Steve noted that WebCT has been purchased by Blackboard. Wireless service equipment owned by Student Services has been turned over to Computing Resources.
and will be free to all students. The Tech Committee also wants to provide lifetime email access for current and future students, enabling better access to Cabrillo alumni.

Steve described a resolution he presented at the Area B meeting, which he will forward to senators by email. It opposes a Congressional bill being considered to guarantee that the Louisiana college course units of students transfer with them wherever they may transfer, due to the hurricanes.

6.0 Liaison Reports
6.1 CCFT – Michele Rivard
Michele noted that negotiations are ongoing. Budget assumptions for this year were based on no loss of FTES. Regarding the possibility of changing the content of final exam week, she mentioned that the dates of that week are within the purview of CCFT, but the activities are the purview of the Senate.

Dave Balogh suggested that faculty considering retirement should encourage Debora Bone to lobby for a golden handshake. Michele responded that Cabrillo pays for a golden handshake with one-time funds and the cost is typically around one million dollars. It is unlikely that the administration will support a golden handshake any time in the near future.

6.2 Renee Kilmer, Vice President, Instruction
Renee stated that enrollment is currently 0.76% below enrollment at this time last year, so we are continuing to lose students. She and others hope to identify which types of students are dropping.

James Durland expressed concern that departments in the faculty hiring process might be hurt by the current willingness of faculty to over-enroll their sections to counter the decline in FTES. Renee noted the importance of keeping a record of such changes.

7.0 Minimum Qualifications for the Digital Management Career Preparation
It was moved, seconded and carried to approve the proposed minimum qualifications for the new Digital Management Career Preparation courses, as part of the Digital Bridge Academy.

8.0 Early Alert Followup of Students – Margery Regalado, Dean, Instructional Development
Margery announced that she is updating and writing a college report to the chancellor’s office concerning matriculation’s goals and activities. The office requires that followup services include tracking basic skills students and interventions to support their progress. A similar requirement exists for students on probation. She asked how faculty provide support for their students. Diego described the weekly assessments of the Digital Bridge Academy by which faculty monitor and assist their students. Deborah Shulman and Dan Rothwell reiterated their concerns that tutorial assistance does not exist for some disciplines. Dan suggested that students in difficulty be required to enroll in tutorial sessions. Renee said such a requirement is not permitted. Dan responded that some kind of opportunity exist for students in all disciplines, with the option of open enrollment at times well past the start of the semester. James and Michele noted the benefits of the Music Lab in support of students. Marcy mentioned that the Writing Center is again offering drop-in tutoring. Randa Roland asked a class to train tutors and Margery noted that such a class exists.

9.0 Student ID Numbers vs. Social Security Numbers
Rory reported that he has heard that some faculty continue to collect and use social security numbers rather than student ID numbers. Students in distance ed courses are more likely to be familiar with the ID numbers because WebCT uses those numbers. Rory noted that the Senate should be promoting student recognition of ID numbers. He suggested that a student ID card have the ID number as well as the library bar code.

Sue Holt noted that once faculty routinely use ID numbers, that information can be pre-loaded for faculty who use the ParSCORE scantron system. Georg Romero stated that we are in the midst of a transition period during which students will learn to switch to their ID numbers.
10.0 Changes to the Final Exam Schedule
Rory described the campus discussion emerging about the proposal to change final exam week to a schedule of regular class meetings (during which final exams can occur). He noted that the deans at the Instructional Council are universally supportive. Paul Harvell noted extensive support from the HASS division, but one faculty member concerned about multiple days of exam anxiety for students when, for example, a three-hour final becomes two days of one-and-a half hour finals. Steve noted that roughly half of CS/CIS faculty support the proposal, with others strongly against it. Michele noted that VAPA faculty may have difficulty scheduling student performances for shorter periods that three hours. She also wondered what the larger student body sentiments are on the subject. Renee noted two primary problems that need to be resolved – scheduling access to appropriate facilities and sufficient time for Monday classes given the Memorial Day holiday.

11.0 Agenda Building
Two items were suggested for the next agenda – cleaning up awkward wording in the constitution, and the membership drive + fee increase.

12.0 Adjournment
At 4:58 pm, it was moved, seconded, and approved to adjourn.