

Faculty Senate Minutes

November 16, 2004

3:00pm to 5:00pm, Sesnon House

Present: David Balogh, Caroline Bliss-Isberg, Nancy A. Brown, Laura Dickie, James Durland, Paul Harvell, Bill Hill, Steve Hodges, Sue Hoisington, Jay Jackson, Andre Neu, Rory O'Brien, Deborah Shulman, Barbara Shultz-Perez, Topsy Smalley, Christy Vogel,

Absent: Celia Brezner, Carlos Figueroa, Sue Holt, Dan Rothwell, Marcy Wieland,

Liaisons: Dale Attias (SEIU), Ben Corman (Student Senate), Sylvia Winder (CCFT)

Guests: Marcy Alanraig, Claire Biancalana

I. Call to Order

The meeting was convened at 3:09pm.

II. Approval of Minutes

Our minutes taker dropped below 6 units and had to be replaced. We will have a new minutes taker next meeting. Steve Hodges will substitute for this session. The Minutes of October 19 were rejected on a motion from Nancy Brown and seconded by Bill Hill. We will review them at the next meeting after extensive corrections. The minutes from November 2 (after corrections to the guest list) were passed by voice vote on a motion from Andre Neu, seconded by Jay Jackson.

III. Reports

President's Report — Rory O'Brien

Rory had no report for this meeting.

Vice President's Report — Nancy Brown

Nancy will be sending an important email to the senate soon.

CCFT Report — Sylvia Winder

CCFT had no report for this meeting.

SEIU Report — Dale Attias

SEIU had no report for this meeting.

Student Senate Report — Ben Corman

Ben announced that the deadline for applications for instructional support grants had been extended for one week.

III. Information Items

Student Learning Outcomes Update — Marcy Alanraig

Marcy presented a handout "Summary of Focus Group Feedback on Instruction Assessment Plan." Marcy reported that discussing what the instructional component needs to do for accreditation was a "joyful job." Marcy has met with three divisions (BELA, HAAS and VAPA) so far. The handout highlights issues raised by faculty at those meetings. Marcy says that this is the semester that faculty can adjust the plan.

Nancy Brown asked about (handout item #3) vocational programs. Marcy replied that there is a lot of variety between programs—for some, like Nursing, CABT, and Horticulture, the move to SLO is going smoothly, but some departments say the burden is too heavy. David Balogh asked about the other two divisions. Marcy replied that there are no division meetings soon, but that she will meet with smaller focus groups. Andre Neu asked about “Core 4”. Marcy replied that “Core 4” is “Communication, Critical Thinking and Information Literacy, Global Awareness, Personal and Professional Development.” Marcy reported that the instruction component has made the most progress with Student Lerner Outcomes.

Marcy and Rory asked the Senate to review the plan—we will discuss and hear proposals at the next meeting.

Christy Vogel asked which divisions were best prepared. Marcy replied that it was the departments that are in instructional planning (such as Computer Science.) Steve Hodges commented that departments shouldn’t worry about the process—departments will get help when it’s their turn. Rory commented that this is a straightforward process and, in the future, people won’t need to go through training. Marcy reported that the biggest issue is the rubric writing and writing SLOs in Fiesta.

Recruitment and Outreach Policies — Topsy Smalley

Topsy began her presentation with some questions that she had been pondering: “How can I, as a Librarian, help the recruitment process (Hiring Pool Diversity)?” “How does Cabrillo present itself?” “What do people see when they look at our website—do they see the Pajaro Valley, Watsonville, Digital Bridge?” We can attract people with unique programs. Topsy also researched information about diversity in graduate degrees—see her website (<http://topsy.org>) for details. Topsy commented that it was important to identify candidates and departments and outlets for advertising (such as Affirmative Action Register, Black Issues in Higher Education, Hispanic Outlook in Higher Education, Women in Higher Education, National Minority Faculty Identification Program) Nancy Brown wondered if the senate could send Topsy’s information to each of the hiring committees? “We suggest that the hiring committees contact prospective departments”— each committee should take responsibility for outreach. Eric Hoffman commented that the personal contact to departments is more effective than advertising to recruit instructors. (This was anecdotally verified by recent hiring committee orientation meeting surveys.) The senate gave Topsy a round of applause for her excellent work.

Committee on Diversity Training Recommendations

James Durland: We tried to make as few recommendations as possible, not be overly broad. The hot topics we discussed were: creation of position-faculty coordinator, development of a publication handbook, should all committee members participate in a flex activity/training, the legal process, and proactive hiring committees.

Dave Balogh: move to accept report, seconded by Andre Neu

Discussion of motion

Nancy Brown: I strongly suggest we not have this recommendation for a coordinator. We already spend too much money on reassign time—somewhere between 13-16 FTEF out of 208 faculty. We have to have more Full Time faculty teaching classes!

James Durland: The Chancellors office had a published position for diversity

Nancy Brown: That was eliminated.

James Durland: Our idea was for a temporary, one year, faculty reassign.

Nancy Brown: What would this person do?

Barbara Schultz-Perez: Coordinate committees. This idea is in its infancy.

Nancy Brown: We need specifics.

Barbara Schultz-Perez: helping to create handbook, meeting with committees.

Eric Hoffman: The committees have only been given a general direction, no specifics, most people need some specifics, for example job descriptions, someone to say, here is what other committees are doing...

Claire Biancalana: There is a little money—not enough to hire a person. It's being spent on diversity. It would be nice if HR could hire this position. All managers went to training today. It was given by 3 lawyers and lasted 3 hours. One was Brian King—he's very good.

Jay Jackson: Did it cover item #2 (from the recommendations)

Claire Biancalana: not advertising, most of the items. There's nothing like having someone you know holding your hands through a process. It's impossible to have one person help all committees.

Nancy Brown: Motion to separate #4 (from recommendations #1-#3) 2nd: Steve Hodges

Bill Hill: What about #3, handbook

The handbook is already done (at least partially, legal textbook already)

Rory O'Brien: maybe we need a senate committee to assemble a handbook?

Christy Vogel: Many issues are already dealt with, but a few critical issues left out.

Barbara Schultz-Perez: I'm concerned that there is no funding for [the coordinator position].

Nancy Brown: This says position—that means something (one instructor, full time)

Carolyn Bliss-Isberg: Call the question

Recommendations #1 through #3 were separated from recommendation #4 by voice vote.

Jay Jackson: What was process the committee used to come up with these recommendations?

James Durland: Our motto was "Every member of every committee is responsible"

Jay Jackson: What is the proposed length of training?

James Durland: The resolution was a two-hour training.

Jay Jackson: But legal training is already 3 hours

Rory O'Brien: Two contentious items were mandatory nature and length of training.

Eric Hoffman: The college mandated a training that was not designed for hiring. It was a mistake. It was not the charge that we [the diversity trainers] were given. It made a lot of people angry. People going into hiring need good information. There needs to be some way that people get that. I don't think that just training the committee chair is enough.

Claire Biancalana: The idea was that we would have a manager training and a dean training. If we had all the money in the world, we could hire a few new people in HR and have enough training sessions for everybody, but I don't think we can do it. I think we have to rely on the responsible people who have been to the training.

Nancy Brown: Let's strike the word "all" from the training suggestion, or maybe change it to "as many committee members as possible"

Paul Harvell: We're still talking about two trainings here? Let's be clear.

Dave Balogh: Let's change it to "committee members shall be knowledgeable in hiring/diversity and the training may include a-j"

Carolyn Bliss-Isberg: It's critical to know legal issues if you are on a hiring committee. I've

already been through diversity training, I'm curious about power hiring. If you are going to be knowledgeable, you have to have the opportunity to fill in your gaps.

Eric Hoffman: Part of the confusion was that we did this list before meeting with Brian King.

Dave Balogh: It looks like enough differences to table and discuss next time. Let's send this back to committee. We'll discuss again in two weeks.

Bill Hill: Let's wait to find out more about legal hiring.

Andre Neu: Call the question (DB amended resolution of #1, #2, #3)

Recommendations #1, #2 and #3 of the Committee on Diversity Training were approved by voice vote.

Steve Hodges: motion to table discussion on recommendation #4, Andre Neu second

Bylaws Change — President and Vice-President Elections

Rory commented that there were two plans. One plan, proposed by Dave Balogh, was fundamentally the same as current procedure. The second plan, proposed by Harvell, Hodges and Holt was for "separation of president and vice-president elections." (With the vice-president elected by the senate, the president elected by the faculty-at-large, and term length changes.)

Rory: We have to talk about criteria for officers. Do we want to require that they've served at least one term on the senate or as a senate officer?

Jay Jackson: We have to clarify... Will we be going to a standard presidential election (not a President-Elect)?

Dave Balogh: I would be opposed to voting without a written proposal. The reason we did it this way [the current procedure] was concern for training of the president (due to the learning curve.)

Paul Harvell: We want to resolve the conflict when a president wants to run for a second term.

We decided to appoint a Vice-President for one year at the last meeting, so it was decided that this was not a pressing issue. Discussion was tabled.

Academic Calendar

The proposed academic calendar was approved by voice vote on a proposal by Steve Hodges, seconded by Laura Dickie. Paul Harvey had a question about moving the Veteran's Day observation. Claire Biancalana commented that the Chancellors Office has a restriction on that.

VI. Adjournment

Move to adjourn at 4:57pm