Cabrillo College Faculty Senate

Tuesday, March 19th, 2013

3-5 P.M.

Sesnon House

In Attendance: Cheryl Barkey, Arturo Cantu, John Govsky, Steve Hodges, Sheryl Kern-Jones, Brian Legakis, Jackie Logg, Michael Mangin, Diego Navarro, Ekua Omosupe, Lenny Norton, Jo-Ann Panzardi, Yasmine Porter, Beth Regardz, Dan Rothwell, Sylvia Winder, Patricia Stokke, Eva Acosta, Marcy Alancraig, Rick Fillman, Darwin Constantino


Note Taker: Hillary Cleary

1. Call to Order
   1. The meeting was called to order at 3:06 pm.

2. Minutes
   1. February 19th, 2013
      1. Revisions.
      2. No revisions.

3. Standing Reports
   1. President (Michael Mangin)
      1. Presidential Hiring Committee
         1. Interview questions have been developed with more of a holistic method of scoring and rating candidates; the “21 desirable qualities” will not be scored individually.
         2. There have been very productive editing sessions thus far, the college is coming to a consensus about what it would like to emphasize as it searches for a new president.
         3. The college is now accepting applications for the position. Most of the applicants will probably file a few days before April 5th.
         4. Interviews are confidential and will be limited to the search committee only, faculty members may not attend.
         5. After interviews finalists will appear at public forums scheduled for May 22nd and 23rd on the Aptos and Watsonville campuses.
            1. The forum will assist the board in making a final decision.
            2. Feedback opportunities via written survey forms will be available at the forum.
6. Cabrillo College does not need to be “fixed.”
   1. Faculty and staff need a president who will come to their job and not get in the way. We need to find candidates who can do that and let the faculty do their jobs. We don’t need a hero.
2. The Faculty Senate is pleased to welcome Patricia Stokke from Business today as the newest FS member.
3. Student Success Act
   1. Our job ought to be to find the intersection of state mandates and Cabrillo practices. (second side of Michael’s update handout).
   2. We must continue to advocate that student success is not just something that is easily quantified.

2. Vice President (Steve Hodges)
   1. Statewide Academic Plenary Session
      1. Held at the Westin San Francisco airport from April 18\textsuperscript{th} to April 20\textsuperscript{th}, 2013.
      2. This conference offers attendees some perspective about different issues facing community colleges statewide.
      3. Cabrillo College usually sends three people to attend the summit.
         1. If a third individual in addition to Calais would like to attend, please email Michael.
         2. Participants are welcome to attend for a single day and not the entire session.
      4. Registration deadline is April 5\textsuperscript{th}.
   2. MOOCs – Massive Online Open-entry Courses
      1. Mt. San Jacinto College in San Jacinto is now offering a “crafting an effective writer - tools of the trade” MOOC.
         1. This class allows for “content mastery,” providing an alternative to basic skills English classes for students who need to brush up before they take an assessment exam. Equivalent of English 255.
         2. MOOCs are not theoretical at the community college level any longer. 2000 people are enrolled in this class.
         3. Resources from basic skills are being pulled to develop and offer these types of courses.

3. Secretary (John Govsky)
   1. Nothing to report, wait for CCFT.

4. Treasurer (Lenny Norton)
   1. We have money.
   2. $300 was approved for the Social Justice Conference at the March 5\textsuperscript{th} FS meeting.
      1. The asking committee of the Social Justice Conference will acknowledge the Senate on their website, at the conference, and within their journal.

5. CCFT (John Govsky)
   1. There are upcoming elections for officers and reps.
      1. The nominations form has been emailed out, please find people to run from your division and vote!
   2. John will be meeting with assembly member Mark Stone this Friday, if you have issues or concerns you would like addressed, please let your union reps know right away.
3. Statewide California Federation of Teachers
   1. Held in Sacramento, Cabrillo College brought two students to the conference that were active in the Prop 30 campaign.
   2. MOOCs, ACCJC and City College of San Francisco were overarching issues at the conference.
      1. CCSF is looking for support from anywhere they can get it. They are trying to get faculty from other community colleges to submit comments about ACCJC to the Department of Education.
      2. The Steinberg bill (SB 540) proposes a system-wide commitment to develop and offer online courses to 50 heavily impacted courses developed by only three faculty members each from UCs, CSUs, and CCs.
   3. Fong bill would help stop colleges from getting into a downward enrollment spiral.
   4. CCSF is under attack for too many faculty, not enough administrators.
      1. As a direct result of ACCJC report they are in negotiations with district, there is a push for 5% cut in salary faculty, and 10% for adjuncts.
   5. Check out Mary Hittleman’s article “ACCJC Gone Wild.”

6. CCEU (Rick Fillman)
   1. CCEU membership is looking forward to mid-semester staff development activates and joining you all at burrito bash at Jill Gallo’s house.
   2. Classified staff
      1. Staff Appreciation Day is about appreciating the people who run the world here at Cabrillo. They’ve taken cuts and would love to have some of their salary. Reductions from furlough days, we are still paying for it…

7. Watsonville (Eva Acosta)
   1. Watsonville Center will be closed for the week of spring break.
   2. The Watsonville Center has noticed a dramatic increase in students coming in to create ed. plans.
      1. A husband and wife who came in to create ed. plans mentioned that their instructor was offering extra credit for students who made plans. This is great!

8. Student Senate Rep (Darwin Constantino)
   1. The SS talent show will take place tomorrow night (3/20).
      1. The show begins at 6:30 at the Crocker Theater.
      2. Darwin will be in the show, so you should all come and support him!
      3. Matthew Abraham, a recently missing student will be honored at the show (he was later found safe in Salt Lake City).
   2. This month the Student Senate will be implementing a student open forum.
      1. The forum will begin in Watsonville on Thursday, March 21st at 2 P.M.
      2. The SS is eager to answer questions and get feedback about current issues at Cabrillo from students.
   3. Student applications for participation in this year’s SS election are due by March 29th.

9. SLO (Marcy Alancraig)
   1. There will be an accreditation forum on Thursday, March 21st.
10. VPI (Kathie Welch)
   1. We are hoping to capture restoration funding for 12-13, projection analysis for FTES reserve funds is looking like more FTES will be captured in 13-14.
   2. Spring 14 left as is would be at the level of Spring 12 minus three percent, due to workload reduction.
   3. We currently have soft enrollment, so we’re uncertain of how much will come back in our funding.
   4. We still feel it’s a good investment to capture FTES in 13-14.
   5. We need to find out what the right size is for our campus, a little over $600,000 out of a $1,000,000 reserve fund is being used to fund classes.
   6. The decision has also been made to bring back Public Safety in-service courses for many reasons.
      1. They fill our mission of workforce development.
      2. Service for those who are in our community protecting us.
      3. It is a one-time funding for Spring 14, we won’t know until May how much is actually available for restoration.

4. Unfinished Business
   1. Curriculum Report
      1. To Marcy’s delight, there have been 97 courses deleted this semester.
      2. There are currently 134 new courses.
      3. There is a lot of program planning going on, lots of leveling to save arts classes and programs.
      4. The committee worked extra long hours and read colossal amounts of material. Deans read tons and temporary hourly workers read lots as well.
      5. Dale did an amazing job tracking all of this; the project couldn’t have been completed without her.
      6. Many other people were involved in this process and it really made a difference.
      7. Motion to approve report.
         1. Second.
   2. ARC Report
      1. In addition to fourteen Instructional programs and the library that submitted program plans and attempted SLO assessments, Student Services and Administrative Services have moved quickly on their assessment tasks.
      2. The nursing department created beautiful forms for how they keep track of SLO assessment forms. Bravo!
      3. Political science and physics did wonderful student-oriented SLO assessments.
      4. Despite these positive items, there are many challenges which persist relating to SLOs.
         1. Transfer and basic skills were to assess every course SLO and each of the Core Four, but only two to three out of seven departments did this.
         2. One out of five CTE programs did the work they were supposed to do, this is why we only have 61 percent of course SLOs assessed.
         3. Why is this happening? This is the first time we asked people to report precisely what they were doing, much more effort is required to do this
5. Cabrillo is looking to acquire electronic tools to make this reporting automated and easier.
   1. We are looking at a module sold for SLO reporting which we can use our forms with directly.
   2. We are meeting with program chairs about getting more ideas regarding this.
      1. Most like idea of something automated. Program chairs are rotated, so figuring out who has the forms from previous years can be a little frustrating.
   3. There are fewer adjuncts assessing SLOs than fulltime faculty.
      1. Is there a way to support adjuncts better on this?
         1. We need to pay them to participate.
         2. We need muscle, or a mandate to get people to do these things. It could come from the deans because they are the directors in our divisions. There needs to be a timeline for completing SLOs.
         3. Even a symbolic gesture like a gift card for 20 dollars somewhere could help. The faculty at Cabrillo is sometimes asked to do things they are not paid for.
   4. It isn’t just adjuncts who are not completing SLOs.
      1. A mechanism to help them plan and remind faculty about SLOs needing to be assessed should be developed.
      2. Perhaps it should be in the contract of your position that assessing SLOs is part of your job.
         1. In the same way students have consequences for not fulfilling certain requirements, it should be made clear in the contract the work that is expected of you and that there should be consequences if people do not follow through.
         3. Better mechanisms for enforcement should be developed.
            1. Perhaps a letter from their dean as a strong consequence?
   5. Some data was collected incorrectly (in Economics they assessed a course only taught by adjunct that made it look like two-thirds of instructors had not done SLO, while in fact 100 percent of adjuncts who had taught the course had done the work).
   6. We need to do more training.
      1. We are trying to work individually more with departments that are struggling.
         1. Any class that has not been assessed needs to be assessed, period.
   7. A dialogue with deans and the board is being facilitated to ensure full compliance with college SLO standards.
   8. There were over 100 courses that didn’t have SLOs, now there is only one.
      1. Deans received a list of courses that was in turn sent to chairs, and Cabrillo’s SLO stats are now better because courses were deleted.
         1. Most were courses that had not been offered in a while.
         2. We are 99.09 percent complete!
   9. Cabrillo has many courses written that have not actually been taught in years.
      1. The English department has about ten; the History department has about
fifteen. These make our stats look bad because we lack sufficient TUs to offer them.

1. Courses that are not being taught should just be deleted. Accept hardship later.

10. 39 percent of courses not yet being assessed is a bit of an amorphous figure.

1. How much of this is simply from classes not being scheduled in the last 5 years? How much of it is an adjunct failing to assess? If we could categorize them then we could come up with separate strategies to deal with them. Feedback works.

11. Motion to accept ARC report 2012.

1. Approved.

12. In the past the ARC report was required to be reported to board, both unions, this senate, and the student senate.

1. This should be changed so that reporting it at the FS and the board is sufficient, so members here can bring it to other groups.

1. Motion to approve.

1. Second.

13. Marcy requests that the name of SLO Assessment Review Committee be changed to Outcomes Assessment Review committee.

1. Motion to approve.

1. Second.

14. Cabrillo needs to stay on top of things like SLO assessment so it can maintain a position of power in order to lead and speak for other community colleges in California. What are WE going to be doing about the problems community colleges will be facing in the future?

3. AR3270 - Student Attendance

1. Students are expected to be in classes and in labs at all times.

2. Should “personally contact” just say contact? It seems unnecessary. “Direct contact” is better.

3. Motion to approve.

1. Second.

2. New Business

1. BP 3090, 3180, 3270, 5170

1. 3090 – Instruction and Instructional Programs

1. Motion to approve.

1. Second.

2. 3180 – Pre-requisites and Co-requisites

1. More and more students are sent back to counseling by faculty asking them to lift prerequisites for courses.

2. The most inaccurate information about prerequisites actually came from faculty. Because faculty are the ones who set the prerequisite requirements, these should be enforced once established.

3. Co-requisites are extremely difficult to enforce because they are not computer blocked, only sequential courses are.
4. What exactly does “equivalent skills” mean?
   1. Individual departments can determine what equivalent skills are as long as students are offered the same common way to show their skills at a department level.

5. Motion to approve.
   1. Second.

3. 3270 – Student Attendance
   1. Motion to approve.
   1. Second.

4. 5170 – Faculty Senate
   1. Came out of HR policy, last time HR wrote a policy about faculty governance was 1965.
   2. Formalizes what AB1725 say that reflects that these are our marching orders for faculty governance.
   3. Motion to approve.
      1. Second.

2. VAPA Disciplines List/Mapping Proposal
   1. Similar arrangement with Music 55 and TA 75, performance backstage technical related to musical theaters, follow along and expanding lines with mapping between Music 55 and TA 75, tradition to get this well sunshined in advance.
   2. This will be voted on April 9th.

3. Faculty Senate Bylaws Proposed Changes
   1. Steve, Lenny, John and Rory O’Brien reviewed proposed changes to the bylaws.
      1. No changes to Article I.
      2. Section 2
         1. Included within the VP duties is that he or she will attend the summer leadership conference as a requirement, but this almost never happens. It has been removed.
      3. Article IV, Section 1
         1. Changed voting procedures because now almost all of it is done through email, added requirement for a second pair of eyes.
      4. Article V, Section 5
         1. Changed to allow for maximum flexibility for the second term of the president.
         2. Michael is planning to run for reelection this spring, starting in January of 2014.
         3. The five year limit was kept.
         4. Three years can be a lot of time, but also about right for expertise to be absorbed.
      5. Articles VII and VIII
         1. Previously listed excessive amounts of standing committees.
         2. The Curriculum, Academic Council, and Executive have been kept as standing committees.
         3. A new category of ad hoc committees now make up the rest.
4. Georg recommends that the Learning Resource Committee be removed. Many committees are ghost committees because the functions are being performed elsewhere in the college.
5. Faculty Welfare and Information Committee has been removed.
6. General procedures that apply to standing committees also apply to ad hoc committees.
7. OARC should be added as a standing committee.
8. Perhaps Staff Development Committee should become a subcommittee of the Senate? It’s union because they set the calendar, contract days, and flex days.

6. At an April FS meeting there will be a vote on the bylaws (with 2/3 majority requirement to approve).

7. Faculty Senate Constitution Proposed Changes
   1. Proposed clarification for the Counseling and Educational Support Services Division – one rep from Counseling and another rep from ESS.
   2. Should the Watsonville liaison to the FS become a voting position?
   3. Eva believes the most important thing is communication, the voice is more important than the vote.
   4. Some think a vote for WV could be a something positive to think about.
       1. It would be especially significant to faculty who only work at the WV campus.
       2. If the only rep WV has were to be a faculty member who also works in Aptos, the vote could be diluted.
       3. Division model is much better than the at-large model.
       4. Turning the liaison into a voting member would probably be the best solution, chosen in a similarly vague way the WV center currently selects their liaison and divisions select their reps.
8. Perhaps a requirement should be added within the bylaws for individuals who are interested in serving to run for positions have the ability to do so, so that they are not all just automatically appointed by the president.
   1. Michael will send out possible language to add to the clause.

   Worthwhile to add.
9. Elimination of the term limit?
   1. Move from at large to division to back and forth if you so choose.
10. Clean up and radical revisions are two different things.
   1. This is clean up.
   2. If the FS wants to make major changes there should be a separate agenda item regarding the issue.
   3. Referendum will be included for Senate election this spring.
11. In April FS will vote on these things; all ideas and feedback are good.

4. VAPA Update
   1. Move to higher up on agenda for the April 9th FS meeting.

5. Open Forum – meeting adjourned at 4:58.