



Minutes of the
MEETING OF THE FACULTY SENATE
May 11, 2015

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, Jenny Ferrero, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Lillian Payn, Travis Ritt, Fari Towfiq, Rocco Versaci

ABSENT: Joel Glassman, Sergio Hernandez, Pam McDonough, Christina Moore, Seth San Juan, Chris Sinnott

GUESTS: Sandra Andre, Diane Studinka

CALL TO ORDER: The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1 MSC Lawson, Ritt: Faculty Senate approval of the minutes of May 4, 2015, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Greg Larson reminded Senators to provide information to the Senate office on their summer availability.

Barb Kelber shared the 2015 edition of *Bravura* with Senate members. Rocco Versaci added that a gala would be held to celebrate the publication and its students on Wednesday at 7:00 p.m. in room P-32. Senators congratulated Versaci and Carlton Smith, the faculty advisors of the editorial staff, on their 51st edition of the publication.

Travis Ritt reminded Senators of the Scholarship Regalia on Thursday, May 13, at 6:00 p.m. in the student union area.

Agenda Changes: Greg Larson indicated that Information item A, Changes in the Grade Challenge Process, and Action item D, Firing Hiring Procedure, Part-Time, will be discussed in the fall.

Committee Appointments:

Motion 2 MSC Ritt, Laughlin: Faculty Senate approval of the following committee appointments:

Academic Technology Committee (15-17)

Social and Behavioral Sciences

Deborah Dozier (FT)/American Indian Studies

Committee on Service Learning (15-17)

Arts, Media, Business and Computer Science

Alan Aquallo (FT)/American Indian Studies (at-large)

Student Services

Melissa Smith (FT)/Speech Communication/Forensics/ASL (at-large)

Professional Development Advisory Board (14-16)

Arts, Media, Business, and Computer Science

April Woods (FT)/Counseling (at-large)

The motion carried.

Election of Faculty
Senate Vice President:

Nominations were opened for Faculty Senate Vice President. Jackie Martin was nominated and accepted the nomination. No other nominations were received.

Motion 3

MSC Laughlin, Towfiq: To close nominations for Faculty Senate Vice President and confirm Jackie Martin to the position by acclamation. The motion carried.

Election of Faculty
Senate Secretary.

Nominations were opened for Faculty Senate Secretary. Jenny Fererro was nominated and accepted the nomination. No other nominations were received.

Motion 4

MSC Laughlin, Towfiq: To close nominations for Faculty Senate Secretary and confirm Jenny Fererro to the position by acclamation. The motion carried.

Curriculum:

There were no Curriculum items.

Faculty Service Areas:

Over the past few weeks Senate members have reviewed and discussed updated Faculty Service Areas (FSAs) from the following areas:

American Indian Studies

Counseling

English as a Second Language

History

World Languages

Media Studies – Cinema

Media Studies – Journalism

Media Studies – Mass Communication

Media Studies – Broadcast Technology

CSIT – Computer Network Administration

CSWB – Web Application Design

Dental Assisting

Ethnic Studies

English

Child Development

Anthropology

Philosophy

Sociology

Astronomy

Geography

Geology

Aviation Studies

Earth Science
Dance
Chicano Studies

Greg Larson indicated that after acceptance by the Faculty Senate, these will be forwarded on to the Governing Board for their approval. Discussion occurred on the process, and Larson noted that those departments who wished to update their FSAs have done so, and in-line with policy, they must be reviewed every three years. Those who did not submit the forms will be reviewed for currency next year. In response from questions from Senators, Larson stated that the appropriate department would be contacted if a faculty member applied for an FSA in their area.

Motion 5 MSC Laughlin, Ritt: Faculty Senate acceptance of the revised Faculty Service Areas (FSAs) documents. The motion carried.

Service Learning Coordinator: Senators reviewed information submitted for the position of Service Learning Coordinator.

Motion 6 MSC Fererro, Laughlin: Faculty Senate support of the appointment of Laurel Anderson to the position of Service Learning Coordinator through spring, 2016. The motion carried.

Senate members discussed the benefits of offering the position for a two-year term rather than just one year. This issue will be revisited in the fall semester after some research can be done on assigned time available.

Workforce and Community Development Proposal: Diane Studinka shared copies of the updated Workforce and Community Development Proposal:

Workforce and Community Development Community Services Co-Enrollment in a Credit Class

INTRODUCTION

A Community Services Offering is a fee-supported, not-for-credit community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of title 5, section 55002, for which state apportionment is not claimed and credit is not awarded (title5, section 55000). Community Services Co-Enrollment accommodates students who have reached the maximum number of allowable repeats but are still interested in enrolling in the credit class without receiving credit. It is the Colleges policy that only students who are officially enrolled in a course may attend a class.

Community Services Co-enrollment will be handled through Workforce and Community Development (WCD) in the Occupational and Noncredit Department.

POLICIES

- 1) Departments and/or disciplines will make the decision of whether to accept Community Services Co-Enrollment in their credit classes and communicate this decision in writing to the WCD Office.
- 2) Students must demonstrate they have exhausted their enrollment limitations in specific credit courses before they can enroll as a Community Services Co-Enrollment student in that course.
- 3) Students will not be allowed to enroll in a course for credit, and switch to the Co-Enrollment (not-for-credit) option after census.
- 4) Community Services Co-Enrollment is accepted only when the enrollment number for the credit class has been met. The decision by the department chair, dean, and/or VPI has been made that a specific course will meet,

and then Community Services Co-enrollment course may be offered. Community Services Co-Enrollment cannot be used to backfill low-enrolled credit classes. A Community Services Co-Enrolled student will not displace enrollment that could be taken by a credit student.

- 5) Community Services Co-Enrollment classes will be assigned a Community Services (CS) class number (CS ART 100) that correlates to the credit class number (ART100).
- 6) Separate rosters will be maintained for credit students and Co-enrolled students.
- 7) Faculty teaching the credit class will maintain the Community Services Co-Enrollment class roster and submit it to the Workforce and Community Development Department to maintain an audit trail.
- 8) The WCD staff or Admissions will register Community Services Co-Enrollment students and record fee payments using either PeopleSoft or the ActiveNet system.
- 9) The Community Services registration will only be processed after the agreed class minimum enrollment has been met and the instructor has signed the Community Services Co-Enrollment Registration form.

PROCEDURES- This still needs to be worked out with WCD and Admissions

- 1) The Community Services Co-Enrollment Registration form can be downloaded and printed from the Workforce and Community Development website.
- 2) The student should obtain the form and obtain the instructor's signature.
- 3) The student will take the signed form to the Workforce and Community Development Department to register and pay fees.
- 4) Students will receive a receipt showing payment of fees.
- 5) Co-Enrollment registration will **begin the day after census**, ~~ends on the same date as the Last Day to Add in conjunction with the College calendar.~~
- 6) WCD staff will provide the faculty with a roster of the co-enrolled students.
- 7) Faculty will maintain the roster of co-enrolled students and maintain attendance throughout the semester.
- 8) Faculty will submit the roster to WCD within five days of the end of the semester.

CLASS FEES

- 1) The fee is set to be higher than the credit fee in order to pay for the administrative costs.
- 2) Proposed cost structure

Unit Value	1 unit	1.5 units	2 units	3 units	4 units
Co-enrollment Fee	58.00	86.00	114.00	171.00	229.00

ACCOUNTING

- 1) Student registration and fee payment will be maintained in PeopleSoft or ActiveNet.
- 2) Each faculty member will receive a roster of students who are registered as Co-Enrollment (not-for-credit) student and have paid the fees for the class.
- 3) All material fees for the class must be paid to Admissions or WCD at the time of registration.
- 4) Faculty will submit the attendance roster to WCD after the end of the semester.
- 5) WCD is operating under a restricted fund being monitored by Fiscal Services in the Administrative Services Division. Co-Enrollment fees will be deposited in the restricted WCD account and maintained separately from the College's general fund account.

Studinka noted changes made to the document based on recommendations made over the last few weeks. Senators discussed the document and some additional minor amendments were made. The policy presented ensures that the instructor has the ultimate authority to accept co-enrolled students in a class.

Motion 7

MSC Kelber, Laughlin: Faculty Senate support of the proposal for a pilot project of the Workforce and Community Development, with a commitment to careful accounting as well as a fall visit to the Senate by the Administrative Director of Enrollment Services to provide an update on its progression. The motion carried.

Contracts with
Outside Vendors:

At last week's meeting, Jenny Fererro, Richard Albistegui-Dubois, and Lawrence Lawson shared information on their research to obtain information on the process of obtaining and renewing Memorandums of Understanding (MOUs) with outside vendors. Several questions were submitted to the district regarding current contracts, particularly relating to the process utilized, how proposals are solicited, and how existing contracts are extended or renewed.

The issue was raised after Senate discussion occurred several weeks ago on how there doesn't seem to be any information shared with faculty or staff on how these contracts are chosen and the process used to determine their renewal.

Fererro shared information received from Debbi Claypool on current vendors and their status with the district. In response to a question regarding what role user groups play in determining which vendors are chosen and retained, the response was that Committees may be established to review submittals to determine the recommendation to the Governing Board based on responses, though it is unknown if user groups are invited to participate.

Discussion followed on some of the responses received regarding the district's relationship with Aramark and Follett. Though food services doesn't fall under the Senate's purview, there was agreement that faculty should be involved or given an opportunity to provide input as everyone on campus is impacted by services offered by these vendors.

Senate members were supportive of receiving more information on current contracts with the district and pursuing the use of groups to provide input on new vendors as well as contract renewal. There was also a request to find out how much Follett has contributed to the district not related to revenue.

Accreditation Report:

Senate members discussed the position of Accreditation Tri-Chair and its duties and responsibilities.

Motion 8

MSC Laughlin, Versaci: To move discussion of the Accreditation Tri-Chair to Action. The motion carried.

Motion 9

MSC Laughlin, Kelber: Faculty Senate support of the appointment of Richard Albistegui-Dubois to the position of Accreditation Tri Chair through 2016. The motion carried.

ADJOURNMENT:

The meeting was adjourned at 3:18 p.m.

Respectfully submitted,

Jenny Fererro, Secretary