CHABOT COLLEGE ACADEMIC/FACULTY SENATE

Board Room, Building 200
Thursday, March 23, 2006– 2:18 p.m. to 4:35 p.m.

APPROVED MINUTES
Submitted by Michael Thompson and Chad Mark Glen

Senator Attendance: Applied Technology & Business (Michael Absher); Counseling (Sally Stickney & Jane Church); Health, Physical Education, & Athletics (Nancy Cowan & Ross Shoemaker); Arts & Humanities (John Komisar); Language Arts (Stephanie Zappa & Francisco Zermeño); Library (Norman Buchwald); Science & Mathematics (Dave Fouquet & Ming Ho); and Social Sciences (Barbara Ogman & Michael Thompson); Adjunct Faculty (Anne Brichacek).

Guests: Dr. Ron Taylor (Vice President, Academic Services), Rachel Ugale (President, Classified Senate), Rachel Berry (Vice President, Associated Students), Shari Jacobsen (CLPFA Representative), Megan Brown (Classified Senate Representative), Cindy Hicks (Building 100 Project Coordinator), Nolly Ruiz (Curriculum Chair), Dr. Carolyn Arnold (Institutional Research and Grants Coordinator)

Presiding Officers: President Chad Mark Glen, Vice President Michael Absher.

ITEM
1.0 GENERAL FUNCTIONS

1.1 Call to Order: President Glen called the meeting to order at 2:18.

1.2 Approval of the Minutes: Francisco Zermeño moved to approve the March 16, 2006 minutes and Stephanie Zappa seconded. The motion carried after minor revisions to the minutes.

2.0 REPORTS

2.1 College President: No report. Off campus at an accreditation site visit.

2.2 ASCC: Rachel Berry reported that she is the newly elected ASCC Vice President of the Associated Students. She also talked about the Speaker Series and upcoming events to be presented by the ASCC.

2.3 CLPFA: Shari Jacobsen urged faculty to attend CLPFA meetings. Important issues are upon us that cannot be discussed over e-mail.
Executive Board elections are also coming up and it is important for informed faculty to nominate and vote for members. Dave Fouquet stated that the negotiating meeting had been cancelled this week. Issues to be discussed include Web policy and computer use protections. Additionally, the partial reassigned/release time reimbursement the college has received from the district should become full reimbursement shortly. Also, the development of a fair and equitable release time system could become the subject of negotiations. Michael Absher stated that at an Ad Hoc Committee meeting, President Carlson placed Ron Taylor in charge of devising this system. Dr. Ron Taylor responded that a new transparent system is being drafted and invited others to participate in the process. Chad Mark Glen, Nancy Cowan, and Dave Fouquet volunteered to help.

2.4 **Senate President’s Report:** Chad Mark Glen reported on his presentation of the Senate resolutions to the Board of Trustees and started a general discussion of the March 21st District Board Meeting at which, Chabot College budget cuts were approved. Michael Thompson, present at the District Meeting, commented that the meeting was disturbingly efficient with little room for actual input from and discussion with classified staff and faculty. While the Senate should continue to streamline its meetings, it should not sacrifice its ability to listen and respond to college concerns within the meeting structure. Thompson was impressed by the showing of and comments by classified staff and remarked on the lack of representation by faculty. It is important, he felt, for faculty and classified staff to be present at these meetings in large numbers to slow and make more transparent the district proceedings.

2.5 **Public Comments:** Francisco Zermeño reported of an administrator evaluation survey solicitation he received from K. H. Consulting and wondered why, given the current budget crisis, the district is spending money to employ a consulting firm. He refused the respond to the survey and encouraged others to do the same.

3.0 **ACTION ITEMS**

3.1 No Action Items.

4.0 **DISCUSSION ITEMS**

4.1 **Online Instruction:** Discussion tabled per the request of Rick Moniz, Chair of the Distance Education Curriculum Support Committee (DECSC) until there is more thorough discussion concerning the online expansion proposal.

4.2 **Building 100 Project Report:** Cindy Hicks presented an update of the Building 100 Project. The building should be completed in 2010. It will incorporate the following: assessment, placement, tutor training, counseling, program review, and faculty and staff development. The tutorial centers will begin program review in the
fall and potential findings will be incorporated into the facilities design criteria, which will be completed by the end of next year. There will be monthly advisory team meetings. A newly proposed Learning Connection will serve as a hub for all tutorial services.

Ross Shoemaker asked if the Disabled Student Resource Center was a part of the Building 100 plans. Shari Jacobsen replied that there might not be enough dedicated space available to meet the needs of DSRC. The center will most likely continue in its own space. Norman Buchwald raised concerns about current proposals of budget cuts including building elimination. Dr. Ron Taylor added that there is a Title III application in the works that will be tied to the assessment, tutorial and development services that will be provided in Building 100.

4.3 Program Introduction Process: Dr. Ron Taylor introduced the discussion by stating that the program discontinuance and revitalization process was used as a model to develop the introduction process. Chabot College was criticized by the Accreditation committee for not having a process as mandated by Title V. The process does not have to be district-wide, but that type of policy might make the most sense. Taylor presented a draft that LPC considered too complicated and might need to be simplified. Under the current draft there are two options. Option One moves through the Curriculum Committee. Option Two, the introduction of entirely new programs is essentially the steps the State mandates.

Nancy Cowan commented that you can’t start a new program without taking these steps and often many more. Chad Mark Glen stated that LPC viewed Option Two primarily for vocational programs. Jane Church remarked that it would be valuable to have a process that was structured to pass State articulation guidelines. She has received examples of applications that have been approved at the State Chancellor’s Office from and articulation listserv. Rachel Berry asked if these new programs were similar to experimental courses. Michael Absher replied that experimental courses are introduced through another process. Chad Mark Glen asked if the program introduction process would prevent hiring someone in a program that is proposed, but not approved. Jane Church remarked that those requests should be made at the unit plan level. Michael Absher returned to the level 99 course issue, stating that these courses provide a bit of a requirement loophole for programs. Courses are sometimes offered in different programs that appear to (but don’t actually) fulfill other programs’ requirements. Dr. Ron Taylor stated that a draft of the program introduction process will be e-mailed to faculty for comment.

4.4 AS Degree Survey: A District Instructional Programs Task Force (DIPTF) has been working to create a philosophy for the A. A. and A. S. degrees. A survey has been conducted at LPC to help develop this philosophy and one will be conducted at Chabot. Dr. Ron Taylor suggested that this survey include such questions as: Why an A. S.? Should it require fewer units? Should there be an emphasis on
science? It was proposed that such a survey be targeted to disciplines offering A. S. degree programs.

Shari Jacobsen suggested that the Counseling Division should receive the survey as well since counselors have a view of the bigger picture. While the survey should be anonymous, it will be important to note from where specific information is coming. Jane Church noted that there are a variety of A. S. degrees out there and most don’t have a difference in units. Most students have a choice of either an A. S. or an A. A. Michael Absher stated that many of the same issues surrounding this issue present today were present in 1993. The A. S. should be a very different degree. The LPC survey really didn’t distinguish between the two degrees. Jane Church suggested that the occupational programs should be included in the survey as well. Individual Occupational Majors also complicate the issue of what the A. S. should be. Chad Mark Glen asked Dr. Taylor to draft a survey to be presented at the next Senate meeting as an action item. Barbara Ogman noted that if other colleges lower required units for the A. S., students might be attracted to these college programs, resulting in increased pressure for colleges to lower their requirements. Shari Jacobsen noted the irony raised by the possibility that A. S. required units might be climbing soon after the turmoil created by lowering A. A. required units. Michael Absher pointed out that there could be problems with disciplines defining for each other what the requirements for the A. S. should be. Jane Church remarked that Title V used to define the A. S. degree as occupational. Dr. Carolyn Arnold noted that there is tension between community colleges and 4-year colleges over the definition of A. S. as well.

4.5 **Board Policy 2260: Political Activity:** The policy was reviewed and Senators were charged with bringing the policy back to their divisions for input. The policy additions are underlined below:

> It is the Policy of this District that College, District, State and Federal funds, services, supplies, and equipment cannot be used for partisan political activity of any kind by any person or organization, or for urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board of the District.

> This policy prohibits political activity during an employee’s working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking hours. The use of District equipment and / or supplies is also prohibited during non-working hours.

California Education Code Reference: Political Activities of School Officers and Employees - Sections 7050 - 7057

Federal Code Reference:
Hatch Act (5 U.S.C. 1501-1508) and
Intergovernmental Personnel Act of 1970
as amended by Title VI of the Civil Service
Reform Act (P.L. 95-454 Section 4728)

4.6 Measure B Building Project Revisions: Senators were sent the DMJM report of proposed facilities project revisions. Dave Fouquet questioned the accuracy of DMJM’s numbers in the report. Dave agreed to check on the legality of the district paying salaries from bond money. If it’s legal and the district can pay salaries from bond money, then why not Chabot? Norman Buchwald stated that the voters wanted the bond money used for buildings, not to pay for salaries. Chad Mark Glen agreed to send the Facilities Committee Chair, Tim Steele the committee’s shared governance charge, get clarification on the faculty composition of the committee, and have the committee’s website updated.

4.7 Construction Effecting Scheduling of Classes: Stephanie Zappa stated that the change in scheduling classes should go through the shared governance process, including the College Enrollment Management Committee (CEMC). Dr. Carolyn Arnold discussed the survey the Office of Institutional Research did on when students were willing to take classes. Please ask Carolyn for the data by division. The need for better communication from committee chairs and administration is needed. Francisco Zermeño stated that Facilities Committee Chair, Tim Steele is not responsible for communication; the College President is! Michael Absher reminded the Senate that the Facilities Committee meets in room 1508 on the 2nd and 4th Thursday from 12:00 to 1:30 PM.

5.0 REPORTS II
5.1 Senate Committees: None.

5.2 Senators: None.

6.0 FUTURE AGENDA ITEMS
Counselors Assigned to Divisions— Mike Absher;
2006-07 Draft Strategic Plan— Laurie Dockter;
Cheating Update— Melinda Matsuda;
50% Law State Task Force— Zappa/Zermeño;
College Council and IPBC Charges
Curriculum Committee— Mike Absher;
General Education Reciprocity Program Certification— Jane Church;
Online Instruction— Rick Moniz

Meeting adjourned at 4:44

Adjournment— Next Meeting— April 6th*, 2006
Spring Meetings— 2nd & 4th Thursdays: April 20th*, May 4* & 11*
(*Special Meetings— not on 2nd or 4th Thursday).

MT/CMG