CHABOT COLLEGE ACADEMIC/FACULTY SENATE

Room 3902
Thursday, September 22nd, 2005 – 2:20 p.m. to 4:35 p.m.

APPROVED MINUTES
Submitted by Barbara Ogman

Senator Attendance: Applied Technology & Business (Michael Absher); Counseling (Sally Stickney & TBA); Health, Physical Education, & Athletics (Nancy Cowan & Ross Shoemaker); Arts & Humanities (Bill Johnson); Language Arts (Shoshanna Tenn for Stephanie Zappa & Francisco Zermeño); Library (Norman Buchwald); Science & Mathematics (Dave Fouquet & Ming Ho); and Social Sciences (Barbara Ogman & Michael Thompson).

Representatives: ASCC: (Ashnika Narayan, Vice President). CLPFA: (Shari Jacobsen & Dave Fouquet, Vice President).

Guests: Dr. Robert Carlson (College President), Dr. Ron Taylor (Vice President, Academic Services), Melinda Matsuda (Vice President, Student Services).

Presiding Officers: President Chad Mark Glen.

ITEM

MINUTES

1.0 GENERAL FUNCTIONS

1.1 Call to Order: President Glen called the meeting to order at 2:20 p.m.

1.2 Approval of the Minutes: Tabled.

2.0 REPORTS I

2.1 College President: Dr. Robert Carlson answered questions in lieu of a report.

- The President informed the Chancellor about the difficulties of the budget. He addressed the issue of the decline in Chabot’s enrollment numbers. We may not make our enrollment base or budgeted growth target. We are currently down 300 students, which translates to $1 million loss revenue.
  - Low enrollment may turn out to be a long-term issue. Fortunately, the college gets to maintain our base for one year after a decline.
The President met with all the local high school Principals and enrollment is down there too.

- The college is looking at ways to ameliorate some of these problems. The timing of batch dropping of students for non-payment is being considered. Perhaps, dropping just after the 15th, a common payday, may help retain more students. Mailers will be sent to students two weeks prior to being dropped for non-payment, so they will know they are about to be dropped. ITS will be running mailing labels so the college can send information to students who are dropped in an effort to get them back. In addition to these reactive marketing activities, the college is striving to proactive marketing by working with organizations like La Familia, training student ambassadors to visit feeder high schools and Roberto Mendez has identified target markets to recruit.

- Discussion of shared governance and the President’s understanding of such. He emphasized that the relationships of the various committees is spelled out in the manual.

- There may be some perceptions that the hiring processes are not consistent across divisions. How faculty slots are allotted can be a contentious process. Final hiring decisions are the president’s.

- The senate expressed appreciation for the president’s role in the salary increase.

2.2 CLPFA: Dave Fouquet reported that

- Part time seniority resolution is being amended. As new hours become available (courses added), full-time faculty needing to make load must be offered the hours for 1st right of refusal.
- Faculty are encouraged to attend Faculty Association meeting.
- CC faculty e-mail revised
- The senate thanked the Faculty Association for their hard work and successful negotiations

2.3 Public Comments: None.

3.0 ACTION ITEMS:

3.1 New Full-Time Faculty Positions Prioritization Process: Francisco Zermeño moved and Ming Ho seconded the motion to approve the full-time faculty prioritization process revisions. The order of the items on the recommendations was discussed and changed. After further discussion, the Senate agreed the document should be addressed to the College President and the Institution Planning and Budget Council (IPBC), copying
Dear Dr. Carlson and Institution Planning and Budget Council (IPBC):

The Academic/Faculty Senate recommends the following changes in the Process for Prioritization of New Full-Time Faculty Positions.

- *Item I., A., second bullet be changed to:
  - Sixteen (16) voting faculty. Two faculty representatives from each of the six instructional divisions, one faculty representative from library, one faculty representative from student services areas, the Academic/Faculty Senate President, and a Faculty Association representative.

- IPBC and the Faculty Prioritization Ad Hoc Committee will receive enrollment management data elements for all programs as follows:
  1. Number of sections.
  2. Maximum enrollment, actual enrollment, and percent fill rate.
  3. Full-time and Part-time FTE.
  4. WSCH, FTES, and WSCH/FTE.
  5. Success data from the CEMC success tool.

- The College President will provide his vision to the IPBC.

- The faculty who serve on the Ad Hoc Committee will be trained in deciphering data.

- IPBC and the Faculty Prioritization Ad Hoc Committee will review the data and independently identify areas of need and priority based on the above data.

- IPBC and the Ad Hoc Committee will confer and come to consensus on a preliminary ranking.

- IPBC shares its vision of the college’s mission, values, goals, etc. and its impact on the preliminary faculty position ranking with the College President.

- Preliminary ranking will be distributed to divisions and position proposals will be made in light of this data.

- Based on the quantitative and qualitative data, the Ad Hoc Committee will begin its ranking process.

Thank you,

Chad

*Attachment: Process for Prioritization of New Full-Time Faculty Positions
CC: Faculty Association

4.0 DISCUSSION ITEMS
Barbara Ogman moved and Norman Buchwald seconded a 7-minute extension past the posted end of meeting time. The motion carried.

4.1 **Senate 2005-2006 Goals:** Please send your proposed Senate goals to Chad.

4.2 **Strategic Cost Management:** In order to make the best use of the K. H. ideas, and to help us determine which ones to flesh out, etc., a first attempt to digest this material will be made by a few small workgroups. Faculty members are needed for these four work groups.

1. Program Right-Sizing, Program Duplication, Etc. Chair: Ron Taylor, Vice President Academic Services.
2. Student Fees (Additional Fees, Fee Changes, Etc.). Chair: Melinda Matsuda, Vice President Student Services.
3. Revenue Enhancement (i.e., non-student-fee revenue enhancements). Chair: Bob Curry, Vice President Business Services.
4. Process Improvement (efficiency and effectiveness improvements of institutional processes). Chair: Dr. Robert Carlson, President.

Please send faculty names to Chad by 5:00 PM on Monday (9/26/05).

4.3 **Program Revitalization/Discontinuance Process:** An updated process document was distributed and Senators were asked to read the document and send feedback to Chad.

4.4 **Faculty Hiring Recruitment Procedures:** President Glen stated that once the New Full-Time Faculty Positions Prioritization Process has been done and the ranked faculty hire positions determined, the procedures for the hiring committees needs to be codified. Please send your hiring committee procedural recommendations to Chad.

4.5 **Student Cheating—Report and Resolution Outline:** President Glen distributed the following draft Student Cheating Report and Process with the Academic Honesty Report Form and Student Response to Academic Honesty Report Form attached.

Upon the occurrence of a suspected cheating/ethics violation (see College Catalog: Student Conduct and Due Process Policy on pages 164-165) the following should be done.

Instructor fills out a report of cheating/ethics violation. Instructor gives a copy of the report to the student.
Student completes a written response to the alleged incident.

Instructor and student hold a meeting to discuss the matter. Hopefully, the matter can be resolved between the instructor and the student.

If the issue is not resolved, then the student may follow the Student Grievance Process outline in the College Catalog (pages 166-169).

Disposition of the written reports:
Student,
Faculty Member,
Division Dean, and
Appropriate Vice President.

Senators should e-mail comments and/or recommendations on the above reporting process to Chad.

5.0 REPORTS II

5.1 ASCC Report. None.

5.2 Senate Committees. None.

5.3 Senate President’s Report: The Senate still needs a part-time faculty representative on the senate. Please send Chad names of adjunct faculty willing to serve. If Chad does not receive any names, he will look for someone to serve as the Part-Time Faculty Senator.

6.0 GOOD OF THE ORDER

6.1 Future Agenda Items

6.2 Adjournment. The meeting was adjourned at 4:35 p.m.

6.3 Next Meeting: Thursday, October 13, 2005 at 2:15 p.m. Board Room.

6.4 Fall Meetings: 2nd & 4th Thursday, 2:15 - 4:15 p.m., unless designated “*special”. 10/13, 27; 11/10, 17*; 12, 8, 15*.