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**California Code of Regulations,
Section 53200(c)**

"Academic and professional matters" means the following policy development and implementation matters:

(1) curriculum, including establishing prerequisites and placing courses within disciplines;

(2) degree and certificate requirements;

(3) grading policies;

(4) educational program development;

(5) standards or policies regarding student preparation and success;

(6) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

NOTE: To comply with California Government Code, § 54954.3(a), opportunities for public comment will be allowed during the discussion of each agenda item as it is addressed.

REPORTS

Wednesday, October 9, 2013

3:00 pm–5:00 pm

Staff Dining Room

1. Call to Order
2. Approval of previous meeting minutes
3. Announcements – (1 minute)
4. Open Forum – (3 minutes)
5. Executive Board Officer's Reports
 - 5.1. President – Mary Ann Valentino
 - 5.2. President Elect – Wendell Stephenson
 - 5.3. Past President – Linda DeKruif
 - 5.4. Membership Secretary – Karin Gruet
 - 5.5. Officer at Large – Sarah Velasquez
 - 5.6. Curriculum Chair – Kerry Ybarra
 - 5.7. Recording Secretary – Paula Demanett
6. Committee Reports
 - 6.1 Basic Skills – Monique Kelley
 - 6.2 Budget – Doug Halderman
 - 6.3 Certificated Personnel – Melinda Brewer
 - 6.4 Equivalency – Jerry Thurston
 - 6.5 Instruction – Victoria Frain
 - 6.6 Instructional Technology – Jeannie Santos
 - 6.7 Shared Governance – Gennean Bolen
 - 6.8 Student Welfare – Scott Porteous
 - 6.9 Travel and Conference – Julie Dana
 - 6.10 Ad hoc and/or campuswide and districtwide committees
 - 6.10.1 Campuswide committees
 - Enrollment Management –
 - Outcomes & Assessment – Lorraine Smith
 - Program Review –
 - Other

<http://www.fresnocitycollege.edu/index.aspx?page=252>

Academic Senate for California Community Colleges: <http://www.asccc.org>

PROCESSES FOR

COLLEGIAL CONSULTATION
(5 CCR 53200(d) & SCCC AR 2510)

District/College is to “rely primarily upon the advice and judgment” (5 CCR 53200(d)) of the A.S. in the following areas:

Curriculum matters:

- Curriculum development
- Establishing prerequisites and placement of courses within disciplines
- Grading policies
- Standards or policies regarding student preparation and success
- Degree and certificate requirements

Areas where the “Chancellor/designee and the A. S./designees [are to reach] mutual written agreement” (SCCC AR 2510)

All other academic and professional matters:

- Educational program development
- Faculty roles and involvement in accreditation processes including self-study and annual reports;
- Establishing a process for faculty professional development activities;
- Process for program review;
- Processes for institutional planning and budget development;
- District and college governance structures as related to faculty roles; and
- Other academic and professional matters as mutually agreed upon between the governing board and the A.S.

7. Communications
 - 7.1. AFT Report – Paul Gilmore
 - 7.2. Classified Senate- Keelin McCabe
 - 7.3. ASG Report- David Manyvanh
8. Unfinished Business
 - 8.1 District Technology Committee OA – Discussion and Vote
 - 8.2 Program Review Committee Recommendation – Discussion and Vote
 - 8.3 Follow-Up Report to Accreditation Recommendations – Discussion and Vote
9. New Business
 - 9.1 Active Shooter Training - Discussion
10. Call for Future Agenda Items
11. Future Agenda Items
 - 11.1 Campuswide Staff Development Coordinating Committee OA – Discussion and Vote
 - 11.2 Curriculum Committee OA – Discussion and Vote
 - 11.3 Area of First Review Procedures – Discussion and Vote
 - 11.4 FCC Student Success Plan - Discussion
 - 11.5 Academic Senate Bylaws - Discussion
 - 11.6 Guiding Principles for SLOs – Lorraine Smith
12. Adjournment

Next Regular Meeting–October 23, 2013

3:00-5:00 pm at the Staff Dining Room

Fall 2013 Meetings:

November 6

November 20

December 4

<http://www.fresnocitycollege.edu/index.aspx?page=252>

Academic Senate for California Community Colleges: <http://www.asccc.org>

October 9, 2013 - 3:00 PM –5:00 PM

1. CALL TO ORDER—President Valentino called the meeting to order at 3:04 p.m.

ROLL CALL –

Executive Members Present (7)

Demanett; DeKruif; Gruet; Stephenson; Valentino; Velasquez; Ybarra

Executive Members Absent (0)

Senators Present (46)

Adams; Alvarado; Anderson L; Aparicio; Baker; Bates; Bertolani; Bolen; Brewer; Carrigan; Dana; Dancey; DeAnda; Doud; Ferrer; Frain; Gilmore; Guzman; Halderman; Heyne; Kawagoe; Kelley; Khan; Lupian; Martinez; Natal; Nelson; Pacheco; Poole; Porteous; Prandini; Rutishauser; Sanchez; Santos J; Sarkisian; Schmalte; Semien; Shapazian; Shelley; Slaton; Smith M; Tarazi; Thurston; Vang; Voorhees; Williams

Senators Absent (8)

Anderson S; Brandl; Davies; Potter; Rosendale; Santos G; Smith B; Smith L

Proxy (0)

Guests (3)

David Manyvanh – ASG; Aaron Pankratz – Instruction Subcommittee; Diane Staebler – MSE

2. APPROVAL OF THE MINUTES—The minutes were approved with minor corrections.
3. ANNOUNCEMENTS – (1 minute)
 - 3.1 Senator Prandini announced that student presenters will screen and discuss three short “trigger films” they have created that highlight student opinions about reading assignments at FCC. The screening is scheduled for October 10, 2013 at 6:30 p.m. in the Staff Dining Room.
 - 3.2 President Elect Stephenson announced the upcoming panel discussion sponsored by the FCC Campus and Community Colloquium, “Mirror Mirror on the Wall....: A Panel Discussion of Beauty, Women, and the Media” is scheduled for Thursday, October 17, 2013 from 7:00 p.m. – 9:00 p.m. in the Old Administration Building (OAB) Skylight Room (Room 251).
4. OPEN FORUM – (3 minutes)

None

5. EXECUTIVE BOARD OFFICERS' REPORTS

5.1 President – Mary Ann Valentino

5.1.1 President Valentino has given the following assignments to committees:

- Curriculum Committee – review Program Course Waiver and Substitution form.
- Shared Governance Committee – ACCJC Resolution
- Instruction Committee – Student Evaluation form (Student Response Questionnaire)– President Valentino also asked the Distance Education Committee if they could review the form to see if anything new needs to be added. The revised form was previously approved by the Senate on December 5, 2007 but never moved forward to the Vice President of Instruction.

5.1.2 President Valentino signed the Basic Skills End of Year Report that is due to the State Chancellor's Office on October 10, 2013. President Valentino met with Donna Cooper, Basic Skills Coordinator and discussed issues relating to the committee. The committee will review the operating agreement. In addition, President Valentino stressed the need for more regular and detailed reports to the Senate.

5.1.3 Instructional Calendar – President's Holiday - President Valentino contacted the State Academic Senate and spoke with Beth Smith, Senate President, to find out if the State Senate had discussed the issue. State Academic Senate President Smith indicated that the issue really hasn't come up in Senate discussion; however, she will take the issue to the Council of Faculty Organizations.

5.1.4 President Valentino sent the Senate recommendations to the Integrated Planning Model and Manual to Deborah Blue, Tony Cantu, and Jothany Blackwood. The document will be going to the Chancellor's Cabinet and will come back to the Senate for approval during the November 6, 2013 Academic Senate meeting.

5.2 President Elect –Wendell Stephenson

No report

5.3 Past President – Linda DeKruif

5.3.1 The Budget Advisory Committee met October 2, 2013:

- As a follow-up to her last Senate report, the \$14,000 from the campus reserve allocated for new student initiatives will be distributed through the Office of Instruction. Tim Woods, Vice President of Instruction, will notify department chairs when his office is ready to accept proposals. The Action Plan Funding Request form should be used to request funds. The process which is used to decide Decision Package funding will be used for deciding funding proposals for new student initiatives.
- The committee is working with the group assigned to work on the Accreditation Standard that addresses budget and financial matters, and will start to gather evidence as appropriate.

5.4 Membership Secretary – Karin Gruet

No report

5.5 Officer at Large – Sarah Velasquez

No report

5.6 Curriculum Chairperson – Kerry Ybarra

5.6.1 The Curriculum Committee is currently seeing issues with faculty trying to fit their curriculum with the Transfer Model Curriculum (TMC) templates from the State Chancellor's Office. Curriculum Chair Ybarra encouraged faculty to contact her if they are receiving requests from the FCC Articulation Officer to make changes to courses they are not comfortable with.

5.7 Recording Secretary – Paula Demanett

No report

6. COMMITTEE REPORTS

6.1 Basic Skills – Monique Kelley

6.1.2 The committee met September 25, 2013:

- The committee discussed and finalized the Campus Action Plan and Report. The report is due to the Chancellor's Office on October 10, 2013.
- The minutes are available on Blackboard.
- The October 9, 2013 meeting was cancelled.
- The next meeting is scheduled for October 23, 2013.

6.2 Budget – Doug Halderman

6.2.1 The committee met October 9, 2013:

- The committee is discussing a process for requesting co-curricular funds and is considering adopting or modifying a current form. Senator Halderman indicated that there might currently be a co-curricular funding group. He will contact President Valentino with the details and instructions for how the committee should proceed.
- The next meeting is scheduled for November 6, 2013.

6.3 Certificated Personnel – Melinda Brewer

6.3.1 The committee met October 9, 2013:

- The committee is working on fine tuning the process for the Hayward and Stanback-Stroud Awards.
- Nominations are due October 11, 2013 and letters of congratulations will be sent.
- The next meeting is scheduled for October 23, 2013.

6.4 Equivalency – Jerry Thurston

6.4.1 The committee met:

- The committee approved one equivalency petition.
- The next meeting is scheduled for October 22, 2013.

6.5 Instruction – Victoria Frain

6.5.1 The committee met September 18, 2013:

- Senator Frain addressed an issue regarding the use of personal printers on campus. She was recently informed that she could not connect her

personal printer to her work computer, nor get technical support. Instead, she has to use her division's printer that is located in another unsecured area, which raises privacy/security concerns because she often has to print confidential student information. President Valentino stated that she would follow up on the issue. Senator J. Santos, Chair of the Instructional Technology Committee, stated that she would research the issue as well. This will be a Future Agenda Item.

6.5.2 Aaron Pankratz provided additional information regarding the attendance taking issue. He has been in an ongoing discussion with Francis Lippman, FCC Admissions and Records Manager, and Pedro Avila, District Dean Admissions and Records, Enrollment Management, regarding the district's stance on submitting attendance records.

6.5.3 The committee had been tasked by the Academic Senate to review the Pre-requisite Waiver Challenge form to determine if the form is in compliance. Aaron Pankratz cited a document from the State Chancellor's Office, "Guidelines for Title 5 Regulations Section 55003 *Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation*" adopted by California Community Colleges Board of Governors March 2011, and stated that the form is out of compliance. The committee recommends that the Senate form a taskforce to set up a challenge process that adheres to the State Chancellor's Office Guidelines. President Valentino stated that she will need a formal request from the committee requesting the formation of a taskforce.

6.5.4 The next meeting is scheduled for October 16, 2013 at 4:00 p.m. in BE 220.

6.6 Instructional Technology – Jeannie Santos

6.6.1 Technology Advisory Committee (TAC) report:

- Don Lopez, FCC Director of Technology, has submitted another formal request for a Web Master to the Strategic Planning Council (SPC) and FCC President Cantu.
- A policy is being developed for the development of applications by staff (tables/smart phones). The committee is currently considering 508 compliance and restriction regarding apps that may want to access protected records.
- Faculty have inquired about the process for prioritization for operating system and other upgrades to office computers. According to FCC Director of Technology Lopez, there is a 4 to 6 year cycle to upgrade. Windows XP should no longer be used. If faculty/staff need an upgrade, a ticket can be created through the help desk.
- As an item for future consideration, the committee is looking to replace desktops with a "virtual desktop" which would be accessible online from any location. The committee is currently discussing security issues and viability.
- The committee is currently discussing the issue regarding the need to repeatedly accept the Acceptable Use Policy when accessing the SCWIFI

network. FCC owned tablet/devices do not need to repeatedly accept the computer use policy.

- Some older devices and EBook readers such as Nook or Kindle cannot log into the wireless network due to security issues.

6.7 Shared Governance –Gennean Bolen

6.7.1 The committee met September 18, 2013:

- The committee is reviewing the function of the Shared Governance Committee. In addition, the committee is considering using the Integrated Planning Manual as a template for the Shared Governance Manual.
- The next meeting is scheduled for October 16, 2013 at 4:00 p.m. in the Humanities Conference Room.

6.8 Student Welfare – Scott Porteous

6.8.1 The committee met October 9, 2013:

- The committee is finalizing two resolutions to bring to the Senate:
 - Deaf Interpreters –[Sign Language Interpreters]
 - Testing Room
- The next meeting is scheduled for November 6, 2013 at 2:30 p.m. in the Staff Dining Room.

6.9 Travel and Conference – Julie Dana

6.9.1 The committee met October 9, 2013:

- The committee approved six requests for funding.
- The committee will fund up to \$600 per faculty per request or \$2,400 per conference. The directions and applications for funding are available on the committee page on the Senate Blackboard site. FAQs will be added.
- The committee reviewed the operating agreement.
- There will be a Flex Day activity scheduled for the Spring.
- The next meeting is scheduled for October 23, 2013.

6.10 Ad hoc and/or campuswide and districtwide committees

**President Valentino informed the Senate that in order to provide effective communication, campus and district committee reports will be itemized on the agenda for Reports meetings. Starting with the November 6, 2013 Reports meeting, both the District Strategic Planning Committee (DSPC) and District Budget and Resource Allocation Advisory Committee (DBRAAC) will be listed under “6.10.2 Districtwide committees.”

6.10.1 Campuswide committees

- Enrollment Management – Lydia Anderson
 - ❖ Senator L. Anderson is the new chair of the committee.
 - ❖ The committee had a special meeting last week regarding enrollment priorities.
 - ❖ The District Enrollment Management Taskforce has requested feedback on enrollment priorities. The committee will be reviewing each campus’ recommendations. The final District

Enrollment Management Committee recommendations will be coming to the Senate for vetting.

- ❖ There is currently a very short window to get into compliance for Student Educational Plans (SEP). Students will need to have a SEP in order to fall into one of the priority enrollment groups. Senator L. Anderson stated that counseling staff are working very hard to ensure that students have SEPs. Curriculum Chair Ybarra inquired if students have been notified regarding the need to have an SEP. Membership Secretary Gruet is a member of the District Enrollment Management Committee and replied that no email has been sent, but the committee will be discussing the issue at the next meeting.
- Outcomes and Assessment – Lorraine Smith
Absent
- Program Review – Mary Ann Valentino
No report
- Other

7. COMMUNICATIONS

7.1 AFT Report – Paul Gilmore

7.1.1 Senator Gilmore informed the Senate that the AFT did not have meeting last week due to a death in Lacy Barnes' family.

7.1.2 Senator Gilmore expressed concerns about the letter from ACCJC that is on the concent agenda for the Board of Trustees meeting.

7.2 Classified Senate – Keelin McCabe (Mary Ann Valentino)

7.1.2 The September 18, 2013 meeting was cancelled. The next meeting is scheduled for October 16, 2013 from 2:00 p.m. – 3:00 p.m. in OAB 226.

7.3 ASG Report –David Manyvanh

7.3.1 ASG Representative Manyvanh reminded the Senate of three upcoming events:

- The Ramburger is scheduled for October 16, 2013.
- Homecoming is scheduled for October 19, 2013.
- The Fall Carnival is scheduled for October 31, 2013. The ASG is still taking candy donations. President Valentino suggested that senators bring their candy donations to the next Senate meeting on October 23, 2013.

8. UNFINISHED BUSINESS

8.1 Districtwide Technology Committee OA – Discussion and Vote

8.2.1 President Valentino explained that the operating agreement was voted down during the September 11, 2013 meeting and the following recommendations were made:

- Membership needs to be clarified as to the allocation and appointment of faculty representatives from each campus.
- The committee chair be elected by the committee members because this will align with how other committees elect chairs.
- Quorum needs to be addressed.

8.2.2 A motion was made to approve the document as is. MSC (DeKruif/J. Santos)

8.2 Program Review Committee Recommendation – Discussion and Vote

- A motion was made to approve. MSC (Velasquez/Stephenson)

8.3 Follow-Up Report to Accreditation Recommendations – Discussion and Vote

8.3.1 President Valentino explained that changes have been made to the document after it was posted as a First Read at the last Senate meeting. After discussing with Parliamentarian Schmalte, it was determined that since the changes to the document were minor recommendations, the Senate can vote on the document. President Valentino reviewed the Senate recommendations and went over the new changes and provided clarification on the document.

8.3.2 A motion was made to approve the document as is. MSC (DeKruif/Gilmore)

9. NEW BUSINESS

9.1 Active Shooter Training – Discussion

9.1.1 President Valentino explained that the Senate asked for this item to be placed on the agenda. President Valentino will take the Senate concerns/recommendations to the President’s Advisory Council (PAC) during its next meeting scheduled for October 31, 2013. President Valentino spoke with Joseph Diebert, FCC Occupational Health & Safety Officer. He stated that there are two phases to the training: 1) PowerPoint presentations with discussions; 2) simulations planned by the district planning group which includes the District Police and Darren Cousineau, District Director of Environmental Health and Safety. Occupational Health & Safety Officer Diebert indicated that the planning group have not agreed on what type of simulation will be used, if any.

9.1.2 After discussion, the following motion was made:

- The Academic Senate has significant concerns with respect to “active shooter simulations” on our campus. The Academic Senate requests that any proposals regarding “active shooter simulations” be vetted through constituencies before they are implemented. We also recommend that any simulations are done outside of class time, on a voluntary basis. MSC (Ybarra/Gilmore)

10. Call for Future Agenda Items

10.1 PTSD presentation - ASG

10.2 Policy on use of personal printers

10.3 Invite Renee Craig-Marius, Matriculation Officer, to discuss SB 1456

10.4 Criteria for First Alert text messaging

11. Future Agenda Items

11.1 Campuswide Staff Development Coordinating Committee OA – Discussion and Vote

11.2 Curriculum Committee OA – Discussion and Vote

11.3 Area of First Review – Discussion and Vote

11.4 FCC Student Success Plan – Discussion

11.5 Academic Senate Bylaws – Discussion

11.6 Guiding Principles for SLOs – Lorraine Smith

12. Adjournment – President Valentino adjourned the meeting at 4:54 p.m.

Next Regular Meeting –October 23, 2013

3:00 – 5:00 pm at the Staff Dining Room

Fall 2013 Meetings:

November 6

November 20

December 4