

1/22/2019

11:05 A.M.

Cheryl A. Epple Board Room

MINUTES

ROLL	LAST NAME	FIRST NAME	DIVISION	TERM
	Beyene	Aemiro	SEM	2020
X	Boutin-Vitela	Lisa	Fine Arts (Secretary)	2019
	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2019
X	Greenberg	Bruce	Business Education	2019
	Griffin	April	Liberal Arts (President)	2020
X	Hammond	Robert	Part-Time Representative	2019
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Hugen	Mark	SEM	2019
X	Jensen	Debbie	HPE/A	2019
X	Juntilla	Tim	Liberal Arts	2020
X	Krayer	Adelle	Health Occupations	2018
	Loera	Diane	Health Occupations	2019
X	Lovejoy-Robold	Niki	Liberal Arts	2019
	LoVetere	Crystal	SEM	2020
X	Lundeen	Brittany	Counseling	2019
X	Maz	Andrew	Fine Arts (Vice President; CTE Liaison)	2020
X	Moore	Deb	Library	2019
X	Moriarty	Cindy	Business Education	2020
	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Sciences	2019
X	Obasohan	Victor	Humanities/Social Sciences	2020
X	Richardson	Chris	HPE/Athletics	2018
	Salgado	Martin	Part-Time	2019
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
	Vega	Frank	Technology	2018
X	Worrel	Dara	SEM	2019
X	Rosenblatt	Stephanie	CCFF Liaison (<i>Non-Voting</i>)	
	Johnson	Heather	Student Liaison (<i>Non-Voting</i>)	

AGENDA

1. CALL TO ORDER (11:05 A.M.)

- a. Pledge of allegiance

2. APPROVAL OF MINUTES

- a. Review, correct, and accept minutes from 12/4/18
 - i. Motion for approval from Senator Ukita; seconded by Senator Hoppe-Nagao.
 1. Vote: approved.
 2. Abstentions: Senators Worrel and Moriarty.

3. ANNOUNCEMENTS

- a. Fall 2019 Student Conduct Coordinator application closes 1/25/19.
 - i. The application process has been moved to Human Resources. The application requires and a cover letter and resume. The job description was approved in Faculty Senate.
- b. President Griffin and Vice President Maz have continued to meet with the Universal Access task force. Faculty should send them information about delayed software purchases. Please provide help desk ticket number.
- c. Senator Lundeen announced that there will be a counseling Open House on February 4 from 11 am to 1 pm. Students will be able to rotate through counseling, career services, and the transfer center. Students will receive lunch.

4. INFORMATION ITEMS

- a. Student Services SLOs—Dr. Chelena Fisher
 - i. Dr. Fisher introduced herself to the Faculty Senate and announced that her team has been meeting about their four SLOs and have recently developed a fifth SLO: “Students will engage as agents of change to promote social justice.”
- b. Guided Pathways—Traci Ukita
 - i. Senator Ukita discussed Guided Pathways as a long-term initiative and noted that the idealized timeframe presented by the Community College Resource Center is 8+ years total with 3+ years of groundwork.
 - ii. The Guided Pathways Exploratory Committee is looking at different technological tools that could help with onboarding and clarification of path and that also incorporate support for students to stay on a path. They are examining two comprehensive tools: EAB Navigate and Starfish. Some members of the exploratory committee visited Glendale Community College to see EAB Navigate implementation.
 - iii. Senator Moore indicated the EAB Navigate was a good product, but it will take time and work to implement.
 - iv. Senator Soto discussed how the coordinator at Glendale Community College had connected with his Faculty Senate. Senator Soto also noted that engaging students in the development and implementation will be a

challenge. The coordinator at Glendale CC suggested considering additional resources to support guided pathways, such as Title V funding for Hispanic-Serving institutions.

- v. Senator Ukita mentioned that additional technological tools are under consideration. Vita Navis is another platform being considered. A HighPoint vendor is coming to campus on January 29.
- vi. Senator Ukita also mentioned that committee members want to spend more time looking at data about how students change majors. She would also like to collect more data, such as a student survey and a walk-up activity in early March.
- vii. The Exploratory Committee meets on the first and third Tuesdays of the month in LC 51 at 3:30 pm.

c. Planning and Budget—April Griffin

- i. President Griffin announced that the committee met on Thursday.
- ii. There is concern about upcoming Unit Plan due date on January 28 because the data was not available until last week.
- iii. If department chairs need an extension, please speak with the dean or with President Griffin. The deans' plans are due in February.
- iv. Senator Hoppe-Nagao noted that some of the data they have received is incorrect. She reminded faculty to examine their data carefully for any possible errors.
- v. Senator Worrel also pointed out that she has found some errors in her data.
- vi. Senator Richardson asked about the status of the Field House, and President Griffin responded that she will follow up about it.

d. SEA Program—April Griffin

- i. President Griffin discussed the Student Equity and Achievement Program. The three committees have been talking and meeting.
- ii. This Friday, January 25 at 9 am -- before the union meeting -- there will be a retreat of the SEA program to watching a webinar about how the student-centered funding formula and the SEA program work together. During the retreat, they will also discuss how to further integrate the three committees.

5. DISCUSSION/ACTION ITEMS

a. Full Time Faculty Hiring Committees

- i. Art/Design (Ceramics/3-D Design)—Christina Fernandez, Lisa Boutin-Vitela, Sergio Teran
- ii. Dance—Carrie Edwards, Christine Gregory, Rebekah Hathaway
- iii. Administration of Justice—Ruben Gomez, Bruce Greenburg, Fernando Jimenez
- iv. Sociology—Amy Holzgang, Matthew Dunn, Jaclyn Ronquillo
- v. Philosophy—Joseph Van de Mortel, Dennis Falcon, Ted Stolze
- vi. Business Administration—Jianli Hu, Jerry Ramos, Marcela Daltro
- vii. Economics—Solomon Namala, Julie Davis, Victor Obasohan
- viii. Political Science—Victor Obasohan, Sunday Obazuaye, Terrance Mullins

- ix. Business Communication Office Technology—Mageya Sharp, Mary Ellen Brady, Debbie Johnson
- x. Auto Collision Repair—Frank Vega, Joe Mulleary, Tony Chisum
- xi. English—Will submit names for the next meeting
 - 1. Committees were announced and approved.
 - 2. Senator Hoppe-Nagao discussed how these committees are assembled and explained that she has surveyed faculty chairs about whether they serve on hiring committees.
 - 3. Senators discussed whether or not it is required for department chairs to serve. Some some senators suggested that the handbook language indicated that one of the chair's duties is to serve on hiring committees. According the CCFF Liaison Rosenblatt, the chairs are involved in hiring but it is not stated explicitly that they must serve on all full-time hiring committees. She added that she will defer to the Faculty Senate and that the language should be clarified.
 - 4. Senator Juntilla explained that according to Faculty Senate, it is preferred for tenured faculty to serve on full-time hiring committees.
 - 5. Human Resources can appoint a process monitor if needed. If HR appoints a process monitor, the process monitor is a non-voting member.

b. Non-Credit Liaison—April Griffin

- i. Discussion of adding a Non-Credit Liaison began at the December 4, 2018 meeting.
- ii. President Griffin explained that non-credit liaisons were encouraged during the senate plenary.
- iii. Senate bylaws indicate that liaison positions are non-voting positions
- iv. Instructors Martha Robles and Gabriella Contreras introduced themselves and spoke about their desire for representation because many of the Faculty Senate policies affect them. They would also like to keep the senate informed about non-credit programs.
- v. Senator Ukita voiced her support of adding a non-credit liaison.
- vi. Martha Robles was approved as the non-credit liaison.

c. Enrollment Data—April Griffin

- i. President Griffin examined the enrollment data from the Fall 2018 semester by tracking June through August enrollment. Enrollment spiked when priority enrollment opened and when open enrollment opened. There was a spike in drops during first week of class.
- ii. Conversation is leaning towards having a longer open enrollment period but a more compressed overall time period when students can enroll.
- iii. Senators commented that we need to examine the Spring 2019 enrollment data because enrollment started earlier than usual and open enrollment also started earlier.
- iv. Senator Soto pointed out that pushing enrollment to November provides more opportunities to prepare and serve students for the next academic term.

- v. President Griffin announced that the scheduling task force will continue to meet.

1. REPORTS

a. Student Liaison—Heather Johnson

- i. Not present.

b. CCFF President—Stephanie Rosenblatt

- i. Liaison Rosenblatt voiced concern about department chairs' workload.
- ii. The CFFF annual meeting will take place on Friday, January 25 in LC-134. Register by Tuesday, January 22.
- iii. UTLA has reached an agreement.
- iv. CCFF is meeting with the district this week.
- v. It is time for the community to know what is happening.

c. Senate Vice President—Andrew Maz

- i. No report

d. Senate Secretary—Lisa Boutin-Vitela

- i. No report

e. Senate President—April Griffin

- i. No report

ADJOURNMENT (12:20 P.M.)

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