



**Faculty Business Committee (FBC)**

March 19, 2019

12:30 – 1:20 pm, Room 831

**Proposed Minutes**

**Present:** F. Smyle (chair), M. Villagomez (co-chair), A. Badgett, W. Fortier, C. Gillis, J. Hanson, M. Hodgins, S. Howard, M. Ignacio, M. Jong, B. Larsen, E. Martinez, L. Monger, C. Nelson, C. Pruitt, E. Quealy, H. Scott, A. Thomas, C. Trujillo, R. Manzo, E. Wade, , S. McCann, M. Wouters

**Absent:** J. Amato, R. Miller, K. McCann, M. Hodgins

**Guests:** E. Houck

**1. Welcome**

- Meeting was called to order at 12:32 PM

**2. Announcements**

- None

**3. Public Comment**

- None

**4. Adoption of the Agenda**

- Motion to adopt agenda with amendments.
- M/S/P

**5. Approval of Minutes: February 19, 2018**

- Motion to approve minutes as presented
- M/S/P (1 abstention)

**6. Information items**

**6.1. AP 4021 Program Review Proposal**

- Presented and reviewed 3 draft documents: AP for Institutional Program Review, Program Review Overview, and Definitions of Viability, Stability, & Growth.
- Goal is to simplify process.
- Plan for this item to be a discussion item at the next meeting.

**6.2. 2019 Fall Flex Day Agenda**

- Draft of 2019 Fall Flex Day Agenda presented and reviewed.

- Presenter mentioned that this draft is a work in progress but wanted to give faculty a chance to review earlier as requested.
- Suggestion made to specify/remind that in the department meeting to review curriculum and assessment.
- Suggestions made to include a session on AB705 implementation for Math English, and Counselors plus anyone else who is interested.
- Send all additional feedback to Stacey Howard/Staff Development Committee.

### **6.3. AP 7341 Sabbatical Leave**

- Document of this AP presented.
- Only change since last meeting is a sentence that was previously taken out was put back in.
- Plan is for this item to be a discussion item next meeting when the revised forms for Sabbatical Leave will be presented.

## **7. Discussion item**

### **7.1. Update on Ad-hoc Technology Workgroup**

- Workgroup met twice, lots of discussion.
- Reviewed document of potential future Instructional Technology Committee responsibilities and future discussion items.
- Comment made that purpose of ad-hoc was to make recommendations to DTC and that it's not ad hoc's decision to decide on a senate technology committee.
- Clarification that senate technology committee would make recommendations to the DTC.
- Discussion regarding who would make up the committees and having faculty overlap to both.
- AP 3720 Computer & Network Use document presented and discussed.
- Document is mostly league language but revisions/additions made to align with local needs.
- Discussion regarding the "No Expectation of Privacy" section and concerns regarding privacy on office computers. Request made to add language that states, "with notice to the employee".
- Plan to bring this back as a discussion item with the additions/revisions.

### **7.2. Update on Distance Education (D.E.) Plan**

- D.E. Plan is being worked on. The presented document is a piece that has been requested as there currently is nothing in writing to clarify the process in which new faculty are cleared to teach online/hybrid courses.
- This piece will be referenced in the appendix of the D.E. Plan.
- Comment made regarding language of #7 in document and the responsibilities of the D.E. mentor.

- Clarification made that this document is an attempt to clarify the process of giving faculty the approval to teach a NVC online course, not to evaluate their current online course/teaching.
- Request for language to clarify that this process is for both hybrid and online courses and who this applies to.
- Please email suggestions of wording to Cathy Gillis.
- Plan to bring this back as a discussion item next meeting.

### **7.3. BP 7120 Recruitment and Hiring**

- Document presented and reviewed drawing attention to this policy being for all academic employees, not just faculty.
- Language added by faculty regarding faculty portion of hiring.
- Discussion regarding program coordinators and where they would be addressed in the document.

## **8. Action item**

### **8.1. Emeritus Status Applications**

- Two Emeritus status applications for Wayne Fortier & Rebecca Scott.
- Clarification of what Emeritus Status is as an honorary title and the benefits awarded.
- M/S/P

### **8.2. BP 7340 Leaves**

- Document presented with only change being the referenced APs that need review to be removed.
- M/S/P

## **9. Future Agenda items**

### **9.1. Board Policies**

- Insufficient time to discuss.

## **10. Adjourn**