



Faculty Business Committee (FBC)

January 15, 2019

12:30 – 1:20 pm, Room 875

Proposed Minutes

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

Absent: J. Amato, S. McCann, R. Miller, M. Wouters

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 as presented
- M/S/P

5. Approval of Minutes: November 20, 2018

- Motion to approve minutes as presented
- M/S/P

6. Information Items

6.1 Distance Education (DE) Report

- Distance Education Guidelines have been sent out.
- This semester will be working on assessing courses and the DE Masterplan.
- For DE Masterplan looking at infrastructure, who players will be, and how to move forward assessing courses (new and current courses).

6.2 Spring Meeting Schedule

- No meeting scheduled in April at this point as Spring break falls on the third Tuesday.
- Possibility that there will be April 30th meeting if needed.
- Comment that May 14 meeting conflicts with Senate Business meeting.
- Revision will be made to schedule. Chair will look into selecting another date for May 14.

6.3 Board Policy workgroups update

- Workgroups plan to have documents ready for review by this committee at the next meeting in February.
- Goal to have first draft of documents to February meeting.
- Workgroups waiting on Human Resources (HR) to respond with meeting times in order to move forward on policy revisions as they need HR input.

7. Discussion items

7.1 Technology update

- District Technology Committee (DTC) met right before the break, chair relayed faculty input regarding goals and objectives.
- Input showed that faculty want a clear and concise voice in review of IT governance.
- At DTC meeting discussed getting input.
- Hoping to establish an ad-hoc committee this semester of members from DTC (includes chair) as well as members from outside DTC.
- Purpose of ad-hoc committee to make recommendations to DTC about future of IT governance and establish a more effective way to focus faculty input into question of IT governance.
- Academic Senate President (ASP) will reach out to faculty to see who would be interested as this ad-hoc committee would be in addition to current committee assignment.
- Clarification that the DTC is in charge of ad-hoc committee. ASP would be facilitator but won't claim senate leadership of it, for this semester.
- Discussion regarding if this ad-hoc committee would start this spring or post pilot structure.
- Question regarding if an administrator will be on ad-hoc. DTC chair responded that plan was for faculty only to give faculty voice.
- Ad-hoc committee input would be brought to Senate Business meeting through DTC.
- Discussion about defining mission of ad-hoc versus mission of DTC so faculty are aware of purpose of ad-hoc.
- Question asked if ad-hoc committee has any say in things that impact instruction in the classroom and technology.
- Chair response is that no, that is purpose of DTC.
- Comment that ad-hoc committee would facilitate faculty having more integration with IT so that issues get addressed and open up two-way communication between IT and instruction.
- Clarification made that ad-hoc will determine what structure will look like and what is needed in terms of a voice for faculty. Committee can determine who will be on committee and how info gets to proper person to resolve issues.
- Comment that when ASP reaches out to faculty, ad-hoc committee's purpose

needs to be clear so people know what they're signing up for.

- Discussion regarding how district instructional technology changed over recent years and where it is now.

7.2 Faculty Hiring Procedure

- Update that this process should be approved but won't be implemented this spring semester per meeting with Vice President of Academic Affairs.
- Discussion regarding Equal Employment Opportunity Representative (EEOR) on page 3, under hiring committee composition, 6th bullet point regarding pros and cons of EEOR voting and scoring applicants and whether it is a legal issue.
- Discussion regarding member attendance on page 4, first bullet point and last sentence regarding removal of members who fail to comply with requirements.
- Suggested that it should be "may" result in removal instead of "will" result in removal.
- Discussion regarding removal of member and how it would affect the committee moving forward.
- Comment regarding how failure to comply should be reworded to say something closer to "relinquishing" or "disqualifying" yourself.
- Comment that last sentence is redundant since it is already stated in last bullet above it.
- Comments that it is very rare that a member's absence will cripple the process, or result in failure to hire someone.
- Comment that the duty of the committee chair is to ensure the integrity of the process and that the goal is accomplished. That is a primary responsibility of the chair.
- Concern expressed that the part about "members may not discuss the applicants without the entire committee present" (bottom of page 4) doesn't account for when someone is running late. Committee shouldn't have to wait on one person to begin discussion.
- Responses that this part is intended to make sure that everyone is on the same page and doesn't miss information that is pertinent to the decision.
- Comment that intent of this clause was to keep members from continuing discussion during a five minute bathroom break. Concern that document shouldn't be looked at so literally but instead keeping in mind purpose of document.
- Concern expressed by FBC's student representative (FBCSR) that he and his board request to remove phrase (page 3, under Student Representative) "in collaboration with discipline faculty" in order to reflect the reality of process and this has never been done in the past/been realistically enforced.
- FBCSR explained that he is only given 7 days to appoint a student rep for the hiring committee, by HR, and there is no time to check in with a faculty

member.

- Question directed to FBCSR asking what the criteria is, by which student reps are appointed to hiring committees.
- FBCSR response that (if not formally addressed at board meeting) it is by consent; that student will let ASNVC president know of their interest to serve. If there is no conflict they fill out the paperwork.
- Most times the senator representing a discipline will serve, or someone who is interested.
- FBC Chair plans to look into the issue of only 7 days to appoint student representative.

8. Action Item

8.1 Sabbatical Requests

- There were 2 Sabbatical proposals that came to workgroup.
- Sabbatical workgroup agreed to move forward both for 2019/2020 academic year.
- One is for fall 2019 and other is for spring 2020.
- Motion to forward 2 sabbaticals forward to the Academic Senate.
- M/S/P (1 abstention)

9. Future Agenda Items

9.1 Sabbatical Requests

- This won't be coming back as it was discussed at this meeting.

9.2 Faculty Hiring Procedure

9.3 Emeritus Status

10. Adjourn

Motion to adjourn meeting at 1:25 PM

- M/S/P