



## **Faculty Business Committee**

September 18, 2018

12:30 – 1:20 pm, Room 875

### **Minutes**

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

**Absent:** E. Martinez

**1. Welcome**

- Meeting was called to order at 12:33 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:** August 28, 2018

Motion to approve minutes as presented

- M/S/P

**6. Discussion Item**

**6.1 Distance Education – Gillis**

- Same document as before but one major change and some additions:
  - Added: information to “Library” section and “Counseling” section.
  - Word change: under “Distance Education Mentor” in first sentence, changed “typically meet” to “must meet” to ensure that faculty new to online teaching be mentored
- Discussion as to whether students have access to computer/internet in face-to-face class. Decided to postpone discussion to workgroup meeting later in afternoon.

## **6.2 Professional Development (PD) –Howard / (C. Rivera, guest)**

- There was a process previously in place, the criteria hasn't changed a lot but there are some additions/adjustments that are being discussed for the criteria for approving PD funding. Both old and new documents are available to view on FBC webpage.
- Part of this year's pilot process included staff members/administration since they didn't have a process in place to submit for PD.
- There are multiple grants/funding sources to recommend for different requests that are giving employees access to petition for these requests.
- Since there are sufficient funds available for the requests we are looking to expand the process so all constituent groups can take advantage of opportunity.
- Many requests for out of state conferences brought up the idea of sending a team to report back.
- Concerns/questions brought up about criteria related to:
  - “Limit to number of conferences attended” and what that limit is. Requested for more specific explanation.
  - Funds allocated for BSI being used for PD. C. Rivera clarified that supervisors of specific funds (BSI, Equity, etc.) are part of the request process.
- BSI is currently under Office of Academic Affairs.
- College paying for staff other than faculty to be current in PD.
- Unit plans being primary source for requests (group and departments PD activities).

## **7. Information item/update**

### **7.1 Faculty Hiring Procedure –Quealy**

- Will meet Charo, from Human Resources, on Friday 9/21/18 to review revised hiring process that team finished over summer.

### **7.2 Technology Update –Hanson**

- Hanson reelected as co-chair
- During Veteran's Day weekend there will be power outage on and off through whole weekend. Will have advice for this at the Academic Senate Business meeting in October.
- Reviewing how technology committee is governed.
- Please provide committee members with feedback by 9/28/18 at noon on these topics.
- Transparency in on list of goals. Plan to have a document on IT webpage of reports, information, and updates.
- Students must be informed of outage, will provide information on how to inform them. District needs to send out email blast as well.

**8. Action Item**

**8.1 Distance Education Guidelines –Gillis**

- M/S/P

**9. Future Agenda Items**

9.1 Faculty Hiring Procedure

9.2 Distance Education

9.3 Board Policy Review

**10. Adjourn**

Motion to adjourn meeting at 1:20 PM

- M/S/P