



Faculty Business Committee

September 18, 2018

12:30 – 1:20 pm, Room 875

Minutes Proposed

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