



## **Faculty Business Committee**

October 16, 2018

12:30 – 1:20 pm, Room 875

### **Minutes**

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

**Absent:** A. Badgett, J. Amato, C. Gillis, E. Quealy, H. Scott, E. Martinez, E. Wade, S. McCann

#### **1. Welcome**

- Meeting was called to order at 12:35 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: September 18, 2018**

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

#### **6. Information Item**

##### **6.1 Pilot Workflow/Approval Process/Terminology**

- Workflow/Approval Process document shown and reviewed as a reminder of how we are operating during this pilot process, and the language we should be using.
- This is the process for items such as: board policies, administrative procedure, guidelines, or processes that will be going to Mutual Agreement.
- We are in the evaluation process of the pilot that used this process so we will be reviewing/revising this process as well.
- Comment that at division meetings, specifically Health Occupations, we should have a written workgroup report summary provided to the person creating the agenda.

- The second Academic Senate Business meeting was added back in so that we can have discussion about items that may have been missed at division meetings.

## **6.2 Next steps for Board Policies**

- Board Policies are a main priority for this academic year.
- Emails have been sent out to board policy workgroups with information/documents to reference for working on the policies.
- Elizabeth Rivera, Cynthia Gosling, and Faye Smyle are available if there are any questions about them.
- Board Policy Review Key document shown and reviewed. This document is to be used when reviewing policies as it shows what each font color represents.
- Some board policies will need to be worked on with other departments, like Human Resources for example, if the policy pertains to that department.
- Feedback should be received by workgroup when lead takes the item to Division & AS Business meetings but workgroups are welcome to consult with anyone that would like to weigh in on it/should weigh in on it.
- Comment that it may be helpful to create some instructions with timelines on how to review the policy.
- Comment that it's important to make sure that, like the documents being discussed says, we should make sure that our current practices and procedures are in alignment with what the policy being reviewed states.
- Decision reached that there should be better guidelines on how to review policies so leads will be contacted about when meetings may happen to address this.

## **6.3 Technology Update**

- The power will not be pulled on any of the services, like Canvas, WebAdvisor, etc.
- Napa Electric will be working on those systems so there is a chance that they could be effected but we are not foreseeing an issue.
- The week before this happens, Erik Shearer and Jose Sanchez will be sending out emails/postings notifying students that an outage may occur.
- Technology has come up with goals, and timelines for goals.
- Comments made that Wi-Fi is not working across the campus.
- The bandwidth is not large enough to support the amount of students attempting to connect to Wi-Fi.
- The college depends on "Scenic" as the service provider and until they update, we cannot update our system.

- Comcast may provide better service but they are much more expensive.
- Plan/campaign is in place to notify students via email, posting information on screens, and social media outlets, as well as email to faculty and message on webpage this week.
- Comments made about how classroom technology is in desperate need of updating.
- Request/plan for priorities to be addressed as discussion at the next meeting.

## **7. Discussion item**

### **7.1 General Education (G.E.) Outcomes**

- Learning Outcomes Assessment Committee had drafted learning outcomes in 2016/17.
- Faculty on committee have been asked to do a G. E. Assessment where they narrow down the college's Institutional Learning Outcomes (ILO's).
- Committee piloted proposed outcomes last year and assessed one of these outcomes from each area.
- Proposed G.E.L.O.'s document presented of where outcomes are now.
- Most outcomes stayed the same except Social and Behavioral Sciences as that area needed revisions.
- These outcomes need to be formalized so that they can go to the Academic Senate.
- Faculty Business Committee (FBC) is responsible for learning outcomes.
- Comment made that getting good feedback is required to assess each level well.
- If you do not have courses in the G.E. pattern you are not required to do an assessment.
- G.E. is about where disciplines come together.
- Comments made regarding importance of assessing these outcomes especially when prerequisites are being eliminated.
- There is a need to look at what divisions are doing to accommodate students who need certain courses to complete a program.
- These assessments help divisions to be exposed to what other divisions are doing.

## **8. Action Item**

### **8.1 Distance Education**

- Motion to recommend Distance Education Guidelines with minor edits as recommended by the Distance Education workgroup
- M/S/P

## **9. Future Agenda Items**

### 9.1 Faculty Hiring Procedure

- We have received feedback from Human Resources and will be meeting to review this feedback next week.
- The Faculty Hiring Process document will be coming to this committee in November so please review it before the next meeting. We will post it as soon as possible.

### 9.2 Distance Education

- Can now begin work on a Distance Education plan.

### 9.3 Board Policy Review

- We will be focusing on this for the rest of the semester and for the next 8 weeks.
- Requests to have Technology as discussion at next meeting.
- Technology committee lead will bring priorities to FBC, FBC will give feedback of more priorities that can be brought back to the Technology committee and also go out to divisions.
- Josh Hanson will email these to Faye Smyle who can send them out to Faculty Business Committee.

## **10. Adjourn**

Motion to adjourn meeting at 1:10 PM

- M/S/P