



## **Faculty Business Committee (FBC)**

April 30, 2019

12:30 – 1:20 pm, Room 837

### **Proposed Minutes**

**Present:** F. Smyle (chair), A. Badgett, W. Fortier, C. Gillis, J. Hanson, M. Hodgins, M. Hodgins, S. Howard, M. Rossi, M. Jong, E. Martinez, L. Monger, C. Nelson, C. Pruitt, E. Quealy, H. Scott, A. Thomas, C. Trujillo, E. Wade, S. McCann

**Absent:** M. Villagomez (co-chair), J. Amato, R. Miller, K. McCann, B. Larsen, R. Manzo, M. Wouters

**Guests:** E. Houck, J. Aguayo

#### **1. Welcome**

- Meeting was called to order at 12:34 PM

#### **2. Announcements**

- Welcome Jim McGowan as new Academic Senate VPI/FBC Chair.

#### **3. Public Comment**

- None

#### **4. Adoption of the Agenda**

- Motion to adopt agenda with amendments of removing 6.3. and 7.4, and moving 7.5. before 7.1.
- M/S/P

#### **5. Approval of Minutes: March 19, 2018**

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

#### **6. Discussion items**

##### **6.1. Technology Plan Appendix- SLA (Service Level Agreement) Help Desk**

- Document reviewed.
- Items within agreement don't belong in a policy or procedure. Agreement covers guidelines between faculty/staff and IT.
- The BP and AP cover what is between faculty/staff and the District.
- Portion reviewed regarding Response Times and impact levels.
- Suggestion that the proper IT contact phone number should be in each

classroom.

- This SLA is for the Napa Valley campus only.
- Comment made that the lack of Wi-Fi in classrooms is being reported to the accreditation body.

## **6.2. AP 7211 FSA, Minimum Qualifications, & Equivalencies**

- Document reviewed.
- This AP is a combination of both the old AR 7210 and AR 7211.
- Concerns expressed regarding removing language from AP, clarification that references to proper documents are included.
- Only change made to process was removing the additional member of FBC in the review teams.
- Discussion regarding “Division Chair or Dean” language in review teams as role of division chairs is changing. New structure coming with faculty chairs.
- Suggestion that Senate needs to decide who will be in the review teams as changes are in process.
- Comment that AP 2510 has not been written yet, as it is referenced.
- Comment that Minimum Qualifications guidelines regarding specific circumstances may be coming down from the state level and should also be incorporated in this AP.
- Comment that review team members haven’t been given sufficient notice when informed of the date they are needed. Request to include language to address issue.
- Discussion regarding having a 4<sup>th</sup> member on the review team.
- Suggestion made to for review teams to have language that reads “Faculty Chair of FBC, and if not available, a member of FBC” and remove deans.
- Comment made that this will have to be Mutually Agreed upon so District may enforce dean membership.

## **~~6.3. AP 7216 Academic Employees: Grievance Procedure for Contract Decisions~~**

## **6.4. AP 7341 Sabbatical Leave & Forms**

- AP 7341 presented: the AP is the same as the last time it was reviewed.
- The new language to discuss is in the forms associated with this AP: Sabbatical Request Instructions and Sabbatical Appeal Process.
- Sabbatical Request Instructions form presented.
- Forms were revised based on feedback received.
- Discussion regarding the Deans having more time before forms are due to review and look into how leave would affect department.
- Issues of confidentiality and communication of approvals were addressed in these forms.
- Discussion regarding who should sign off on the form in terms of the dean, division chair, or faculty chair and what the signature means. Need to clarify if signature means that dean has been informed or if dean is approving.
- Comment made that faculty chair changes are still in process so some

language may need updating as this goes into effect.

- Comment that there needs to be a dean signing off so that administration can be informed and prepare for changes to department.
- Comment made that applications should be judged by the sabbatical review teams based solely on its intellectual weigh and support of student learning. Senators should not be responsible for considering the administrative effects.
- Comment made that the dean doesn't need to sign off on for if the faculty chair does, as faculty chair can bring conversation to the division in terms of how division will be effected.
- Sabbatical Appeal Process form presented.
- Removed information that was already stated in the Sabbatical Request Instructions form.
- Updated titles and committee names.

#### **6.5. BP & AP 4021 Program Evaluation**

- Document presented.
- The BP is established what is Ed. Code, the "Overview" document from last meeting was put into the AP.
- Language states that program evaluation would go through review every 3 years- 3 year cycle (half in fall/half in spring).

### **7. Action items**

#### **7.5. NVC Clearance to Teach Online Courses**

- Document presented.
- Only updates/changes made were: definition of online courses, clarified that this "D.E. review" is not related to the Faculty Evaluation Process, removed language regarding mid-semester review.
- M/S/P

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

- Document presented.
- Clarification on question of Program Coordinators being addressed in this BP, that Program Coordinators are hired by the office of Academic Affairs and is a separate process.
- M/S/P

#### **7.2. Technology Plan Appendix- SLA (Service Level Agreement) Help Desk**

- Document presented.
- M/S/P

#### **7.3. AP 3720 Computer & Network Use**

- Document presented.
- M/S/P

#### **~~7.4. AP 7216 Academic Employees: Grievance Procedure for Contract Decisions~~**

#### **7.6. BP & AP 4021 Program Evaluation**

- Document presented.
- M/S/P (1 abstention)

### **8. Future Agenda items**

#### **8.1. Board Policies**

##### 8.1.1. AP 7341 Sabbatical Leave

- Coming back in fall 2019.

##### 8.1.2. BP 3101 Emeritus Status for Faculty, Classified, Administrative/Confidential Employees

- Coming back in fall 2019.

##### 8.1.3. AP 3101 Emeritus Status for Faculty

- Coming back in fall 2019.

##### 8.1.4. AP 7211 FSA, Minimum Qualifications, & Equivalencies

- Coming back in fall 2019.

### **9. Adjourn**

- M/S/P, 1:20 pm