

**FACULTY SENATE**  
**May 13, 2004**  
**3:00pm to 5:00pm, Room 1804**

**Present:** Jamie Abbott, Caroline Bliss-Isberg, Laura Dickie, James Durland, Carlos Figueroa, Paul Harvell, Bill Hill, Steve Hodges, Sue Holt, Jay Jackson, Geneffa Jonker, Yelena Krasin, Andre Neu, Dorothy Nunn, Dan Rothwell, Deborah Shulman, Topsy Smalley, Mary Ellen Sullivan, Christy Vogel,

**Guests:** Helene Jara, Jim Griffin, Marcy Alancraig, Jack Turner, Susan Lonnblad, Francine Van Meter

**Staff:** Adam Cohen

**1.0 Call to Order**

The Meeting was called to order at 3:00 pm.

**2.0 Minutes – Review and approve minutes of March 30<sup>th</sup> meeting.**

Review and approval of the April 27<sup>th</sup> minutes were deferred until the next meeting.

**3.0 Reports – including: Officers, Governance, Committees and Liaison**

**President's Report:**

Rory O'Brien reported that college enrollment is down from Fall 2004. At recent meetings, he's been looking into the effects of the redirect system. So far, of the 14 students who have been redirected from UCSC, none of them plans to attend Cabrillo. The governor is working on a backroom deal which will fund modest growth at the UCs and CSUs. We may be looking at a larger number of students redirected here in the future.

At the CPC meeting they discussed six points of focus for the college for the next year regarding the college master plan. These are:

1. Evaluating classified staffing patterns
2. Meeting the faculty obligation number
3. Diversity in hiring practices
4. Student Learning Outcomes and the Accreditation Standards
5. Increasing participation in San Lorenzo Valley and Scotts Valley
6. Construction Projects

The plan for number 5 is to lease a facility in the SLV/SV area. There was a survey distributed to students attending classes at the main campus which showed that the students would like to have a SV/SLV site for classes.

The Presidential Site Visitation group returned from the Ozarks and will give a presentation at 2:20 on Thursday in the Horticulture center. Rory asked that senators encourage everyone to attend.

Bill Hill reported that a recipient has been chosen for the senate student scholarship.

### **Technology Committee Report:**

The new mail server doesn't allow the sending of .zip files through email. This is an attempt to prevent viruses from spreading. However, there have been many complaints from instructors and adjustments may be considered.

### **Treasurer's Report:**

This month we have 11 new dues payers. Last month, we recruited ten new dues payers.

## **4.0 Action Items**

### **4.1 Student Learning Outcomes – Marcy Alancraig**

Marcy Alancraig distributed a draft proposal of procedures to integrate and assess Learning Outcomes prior to our next accreditation. The draft has been accepted by CPC. She commented that this is a work in progress and still has areas that need to be worked out. She invited the senators to contact her with any questions or comments. She hopes that by Spring 2005 there will be a finalized version of the assessment plan.

The gradual incorporation of Learning Outcomes into our curriculum is a 10-12 year process, and the goal is to make the adjustments as easy and friendly as possible. We are required to assess learning outcomes for degrees and certificates, programs, and individual courses. To create the timeline, Marcy worked backwards from our next accreditation site visit, Spring 2007. Each department will start the learning outcomes assessment process when it goes through Program Planning. Flex workshops will inform faculty about various procedures and methods.

Rory commented that the enterprise is designed so that we show document our discussions about what we done regarding learning outcomes. Bill Hill asked if we need to change all course descriptions to reflect SLOs. Marcy said yes, that every course needs to show its intended learning outcomes. Jamie Abbott commented that having Marcy come by to talk while to his department going through program planning was especially helpful.

Marcy asked whether we ask adjunct faculty to do learning outcomes assessment and, if so, how should we compensate them. There is discussion about turning one office hour a week into compensation for adjuncts.

Laura Dickie moved to approve the motion. Jamie Abbott seconded. The motion was passed unanimously.

### **4.2 Fall Flex Calendar – Francine Van Meter**

Sue wanted to point out that at All College Day, there some political speeches. It is illegal for the college to require anyone to sit and listen to someone else's political point of view. Francine explained that the speech in question is scheduled just before the break so that those who don't want to listen can take their break early.

Paul Harvell moved to approve the Fall Flex Calendar. Steven Hodges seconded the motion. The motion passed unanimously.

#### **4.3 Academic Staffing Process – Dan Rothwell**

Dan distributed two handouts regarding the Academic Staffing process. The first identifies the criteria for full-time hiring revised by the Academic Staffing Process Committee. The committee is comprised of Jack Turner, Dan Rothwell, Wanda Garner and Rory O'Brien. The second handout demonstrates how cumulative points compare between the proposed new system and the old one. The changes do not lead to any radical changes in outcome for those cases.

Steve Hodges moved to approve the revised academic staffing process. Caroline Bliss-Isberg seconded the motion. The motion was passed unanimously.

#### **4.4 Retirement Party Invitations – Caroline Bliss-Isberg**

Caroline asked senators to help address envelopes for the retirement party to our emeriti and Governing Board members. Each retiree will have their picture on a stand with black felt pens so people can write messages to them.

#### **4.3 Instructional Plans – Jack Turner**

Steve Hodges moved to approve the instructional plans. Dorothy Nunn seconded the motion. The motion was passed unanimously.

### **5.0 Information Item**

#### **5.1 Bookstore Pricing – Susan Lonnblad**

The Student Senate asked the Faculty Senate to endorse their resolution to make the Cabrillo Bookstore a zero-profit organization. In return, the bookstore would no longer need to pay any rent or fees. The money that has been going to pay for rent and fees will be used to lower the prices of textbooks. Currently the profit from the bookstore is being used to support the General Fund.

Susan Lonnblad has discussed this resolution with student senator, Jeff Hickey for over a year. She supports his intent, however she doesn't support it as this time. Jeff also requested that the money currently going to the Student Senate from the bookstore go instead to the library for textbooks that cost over a certain amount.

Susan stated that there are a number of ways to lower the cost of books. Instructors have been asked to choose books with prices in mind. The suggestion was made to include text prices in the schedule of classes

Currently there is an average 25% markup on textbooks. The markup is slightly more on other items.

#### **5.2 New Incomplete Form**

This matter was postponed to the next Senate meeting.

#### **5.3 Technology Funding Resolution – Steve Hodges**

Steve passed out a handout about internet funding under TTIP. There is a movement on the part of the state to roll over some of the categorical funding into base funding. He advocated keeping our TTIP funds separate of the other funds.

Topsy commented that, like Steve's issue, the library is asking the college to supply the same level of funding as in the past, and urges that the funds remain categorical. Rory added that the state Academic Senate has already passed a resolution similar to Steve's suggestion for Cabrillo.

**6.0 Reports Cont'd – if necessary & time permitting**

**7.0 Agenda Building – 3 minutes**

**8.0 Items From the Floor – 5 minutes**

**9.0 Adjournment – 5:00 PM**

Andre Neu moved to adjourn. Sue Holt seconded the motion. The motion was passed unanimously. The meeting was adjourned at 5:00 PM.