

Faculty Senate Meeting

Minutes of October 19, 2004 – Sesnon House

Senators Present: David Balogh, Caroline Bliss-Isberg, Celia Brezner, Nancy A. Brown, Laura Dickie, James Durland, Carlos Figueroa, Paul Harvell, Bill Hill, Steve Hodges, Sue Hoisington, Sue Holt, Jay Jackson, Andre Neu, Rory O'Brien, Dan Rothwell, Deborah Shulman, Barbara Shultz-Perez, Topsy Smalley, Christy Vogel

Committee Chairs Present: Claudia Close, Mark Eastman, Brad Krein

Liasons Present: Marcy Alanraig, Claire Biancalana, Ben Corman, Michele Rivard, Marcy Wieland

I. The meeting was called to order at 3 pm.

II. It was moved and seconded to approve the minutes of the September 29, 2004 meeting, subject to amendments. The motion carried.

III. Reports

- A. President – Rory described the statewide Academic Senate meeting that he and Nancy will attend. He also acknowledged Claire's announcement of retirement as VP, Instruction, and thanked her for her years of service. He reminded the Senate that the dean position for matriculation would also be advertised this year.
- B. Vice President – Nancy addressed the faculty concern for maintaining the target 75-25 split of full-time vs. adjunct instructors, which some parties in Sacramento wish to modify.
- C. Tech Committee – Steve Hodges described the changes being made to the Cabrillo website. There is an accessibility task force addressing website requirements to serve disabled users.
- D. CCFT – Michele Rivard described the tentative negotiating agreement for Fall 2004-Spring 2005 that faculty will soon be voting on.
- E. ASCC – Ben Corman described the projects and events that have been planned by the Student Senate.

IV. Information

- A. Subcommittee on Diversity Hiring – James Durland reviewed the history of the Faculty Senate actions regarding diversity considerations in hiring. He identified his subcommittee members and the legal documentation addressing diversity in faculty hiring. He described the subcommittee's meeting with Brian King. Brian wants the following:
 - 1) Hiring committees should form as early as possible and should participate in crafting published job descriptions.
 - 2) He will be directly involved in developing training for managers and will participate as a trainer in the workshops.
 - 3) The training would be required for managers and optional for faculty and staff.
 - 4) He has already been in contact with CPC, Management, and Faculty Senate leadership regarding the future of hiring and diversity workshops.
 - 5) The next step is to develop the schedule and strategy for training content.
 - 6) At least one member of each hiring committee would be required to attend a workshop.
 - 7) He would meet with each committee to reinforce the process and address issues.

- 8) Finalists will not be ranked; rather he will make final selection based on who/what would be the best fit for the College overall. The advantage is the broader perspective of the college the Presidents office would afford.
- 9) He will make a mid-month update to the Governing Board.
- 10) He clearly stated his commitment to shared governance.

Claire reported that she has asked the deans to submit hiring committee member recommendations. The final list will come out tomorrow. Departments do have input on the job description. She said the administration wants an unranked list of interviewed candidates as well as a ranked list. Brian is very interested in a non-ranked list but probably won't be mandate it. Each list can consist of three-five candidates.

Nancy addressed her conflicts about an unranked list, and encouraged senators to talk to faculty in the affected departments. Brian does make the final recommendation to the Board. Prior to that, if the first recommendation is rejected, then a written response is provided to the hiring committee. Nancy noted that faculty seem to be unfairly blamed for diversity issues. An unranked list probably won't sit well with faculty.

Dan suggested inviting Brian to talk about this issue. He wants to know how Brian feels about issue, his approach. Rory responded that Brian has shown interest in talking to the Senate about it and Brian will be invited to address the next Senate meeting. Rory reported that Brian has no interest in changing the current Administrative Regulations regarding hiring, including the ability of committees to submit ranked lists.

Michele stated that a committee is shortchanged when faculty are not the most involved in screening. An unranked list seems to take away from the purpose of screening and interviewing candidates.

Rory stated that Brian may lobby committees to submit their lists unranked. The next Senate meeting should be substantially about the considerations of diversity in hiring and the unranked lists.

Bill asked about financial restrictions on interviews, and Claire stated that sometimes a travel stipend can be provided to candidates.

Rory, James and Claire addressed ways to increase the pool of candidates, by advertising, word of mouth, and outreach to deans of grad schools.

- B. Faculty Recruitment – Cathy Summa described the various kinds of advertising the college is planning for the new faculty positions. She stressed the effectiveness of personal testimonials and asked senators to provide some regarding the best aspects of teaching and working at Cabrillo, their best stories about working with a faculty member, staff member or student. Senators encouraged her to send the request to the entire faculty. Cathy and Rory asked for volunteers to attend a recruiting convention in LA on January 22.

Dave asked if job application information was easily accessible on the Cabrillo website. He stressed the importance of the link being one click away from the college homepage. Steve responded that job seekers are among the heaviest users of the website and that the website will be changed to help those people find the information they need.

Further discussion focused on places and parties that might prove especially productive as recruiting targets.

- D. Student Learning Outcomes Update – Marcy Alanraig
Marcy reported that hers is probably not the busiest job on campus, but it sometimes feels like it to her. She finds getting to visit all the departments and find out what they're doing a "joyful job." She would like to use the senate as a focus group.

Additionally, Marcy is working with Occupational programs and meeting with Student Services in order to help them develop plans to present to the College. The Accreditation Planning Committee is working to figure out how we will fulfill the need for dialogue across components.

Marcy said that she thinks people want to complicate the process and make it much harder than it needs to be and then stress out when they have too much to do. The Accreditation Standards demand that faculty be involved and to write and assess student learning outcomes.

V. Action

- A. It was moved, seconded, and carried to approve the Fall 2004 Curriculum proposals.
- B. It was moved, seconded, and carried to approve the mapping of two Journalism courses to English.
- C. Nancy addressed the concern that the current by-laws required the faculty to vote this semester on a vice president/president elect for a two-year term starting January. Nancy would like to serve, but she does not wish to be president-elect. And Rory wishes to run again for a second term as president. The current by-laws make it more difficult for a president to serve two terms. Should a president serve two terms, the current by-laws make it more difficult to recruit a vice president/president elect. Nancy stressed the importance of a decision soon, so that the election could be held.

Dave requested that there be written proposals to change bylaws, in order for senators to be able to study the implications.

There was a general discussion about whether the president should appoint a vice president. Rory asked that senators conduct an email discussion and make proposals prior to the next meeting.

It was moved, seconded, and carried (one nay) to suspend the by-laws for the current election to allow the president to appoint a vice president for one year.

VI. At 4:58, it was moved, seconded, and carried to adjourn.