



Pierce College Academic Senate Meeting Minutes

October 06, 2014 (2:15-3:45 pm)

Great Hall

Members Present:

- | | | |
|-------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Kathy Oborn | <input checked="" type="checkbox"/> Christine Ersig-Marcus | <input type="checkbox"/> Michael Cooperman |
| <input checked="" type="checkbox"/> Izzy Goodman | <input checked="" type="checkbox"/> Robert Grogan | <input type="checkbox"/> Cara Gillis |
| <input checked="" type="checkbox"/> Lyn Clark | <input checked="" type="checkbox"/> Joanna Zimring-Towne | <input checked="" type="checkbox"/> Constance Kocs |
| <input checked="" type="checkbox"/> Constance Moffatt | <input checked="" type="checkbox"/> Moriah Van Norman | <input checked="" type="checkbox"/> Bob Martinez |
| <input checked="" type="checkbox"/> Joe Perret | | |
| <input checked="" type="checkbox"/> Monique Cleveland | | |
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 | | |
| <input checked="" type="checkbox"/> Wendy Bass | <input type="checkbox"/> Frank Chartrand | |
| <input checked="" type="checkbox"/> Blanca Adajian | <input checked="" type="checkbox"/> Diane Kelly | |
| <input checked="" type="checkbox"/> Jody LaChance | <input checked="" type="checkbox"/> Lauren Valdes | |
| <input checked="" type="checkbox"/> Erin Moran | <input checked="" type="checkbox"/> Jamie Beavers | |
| <input checked="" type="checkbox"/> Monika Del Bosque | <input type="checkbox"/> Jacob Veiga | |
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 | | |
| <input checked="" type="checkbox"/> Amy Sirrot | <input checked="" type="checkbox"/> Jeff Favre | |
| <input checked="" type="checkbox"/> Beth Abels | <input checked="" type="checkbox"/> Margarita Pillado | |
| <input checked="" type="checkbox"/> David Schamus | <input type="checkbox"/> Lionel Greenberg | |
| <input checked="" type="checkbox"/> Kathy Holland | <input checked="" type="checkbox"/> Connie Tiu | |
| <input checked="" type="checkbox"/> Michelle Meyer | <input type="checkbox"/> Anna Bruzzese | |
|
 | | |
| <input type="checkbox"/> Dick Ahrens | <input checked="" type="checkbox"/> Travis Orloff | |
| <input type="checkbox"/> Jill Binsley | <input checked="" type="checkbox"/> Mark Levick | |
| <input checked="" type="checkbox"/> Crystal Kiekel | <input checked="" type="checkbox"/> Angela Belden | |
| <input checked="" type="checkbox"/> Sara Harvey | <input checked="" type="checkbox"/> Beth Benne | |
| <input checked="" type="checkbox"/> Lila Snow | <input checked="" type="checkbox"/> Denise Gibson | |
| <input type="checkbox"/> | | |

Guests:

- | | |
|-----------------------------|-------------------------------------------|
| Dennis New (Math) | D.S. McHargue (History) |
| Mitra Navab (Math) | Daisy Lam (Math) |
| E. Zumorano (Roundup) | Ryan Eagle (Physics & Planetary Sciences) |
| Vanessa Arredondo (Roundup) | Cesar Armenta (Roundup) |
| Lynn Rosado (Roundup) | Luis Ayala (Roundup) |

<i>Item Number</i>	<i>Item</i>	<i>Report</i>
1.	Call to Order	Meeting was called to order at 2:17 pm by Senate President Kathy Oborn.
2.	Public Commentary – 5 minutes Announcements were moved to the beginning of meeting in order to accommodate speakers’ schedules.	<p>Stephanie Schlatter made an announcement about an upcoming 508 Compliance Workshop/Training on October 17th. Flyer has been distributed via email.</p> <p>Senate President Kathy Oborn announced that approving the agenda was not necessary as our bylaws state that we must follow Robert’s Rules of Order which designate the use of an agenda as the means in which our meetings are structured. Members can still modify/amend the bylaws.</p> <p>FACCC is having a part-time composium at Glendale College Saturday Nov. 1st FLEX credit is available. A flyer will be sent via email.</p> <p>Beth Benne made an announcement regarding AIDS Awareness Week.</p> <p>Angela Belden asked for a clarification between “Public Commentary” and “Announcements and Open Forum.” Kathy Oborn explained that “Announcements” had been moved to the beginning of the meeting to accommodate speakers’ schedules.</p>
3.	Approval of the Minutes	Margarita Pillado noted that “Item 12” from the 9/22/14 Agenda was missing from the 9/22/14 Minutes. Item 12 was “Old Business” and referred to the revision of the Senate Bylaws. Connie Moffatt made a motion to approve the 9/22/14 Minutes at the next Senate meeting after corrections have been made; Kathy Holland seconded the motion; motion passed by unanimous vote.
4.	College Administrative Report – Kathleen Burke	President Kathleen Burke discussed the RATF list. She has approved it as it was submitted. 10 new classified positions have been approved, 5 of which will be custodial and 1 of which will be a custodial supervisor. Senate Treasurer Joe Perret asked the President if some of the “deferred maintenance” or “instructional equipment” money could be used for wireless connectivity. Blanca Adajian asked about smart carts in the Village. There are smart carts in Academic Affairs. More questions and discussion ensued.
5. u	ASO Report – Alex Oloo	No report.
6.	Academic Senate President’s Report – Kathy Oborn	<p>Several legislative bills that will affect education are in progress. Senate President Kathy Oborn will email an update on them. There was discussion about AB 86.</p> <p>Kathy Oborn announced the availability of 10+1 stipends for excellent programs. An email has already been sent to all faculty.</p>
7.	Academic Senate 1 st VP’s Report – Lyn Clark	The APC met in September and there were several concerns including the BIT, Sheriff’s office, lockdown and evacuation, cancellation of classes, and technology problems on campus. APC reps will be meeting with President Kathleen Burke to discuss possible solutions for the technology issues on campus (equipment maintenance, network connectivity, etc.). Discussion ensued.
8.	Academic Senate 2 nd VP’s Report – Constance Moffatt	<p>Curriculum Chair Constance Moffatt indicated that ECD is having technical difficulties which are slowing down the course approval process. Discussion ensued. The Curriculum Committee October 3 meeting report was accepted by the Senate. (APPENDIX I)</p> <p>Curriculum Committee has an opening for an At-Large member. They meet the first Friday of the month from 10—12.</p>
9.	Academic Senate Treasurer’s Report [APPENDIX A] - Joe Perret	Several faculty members attempted to pay their union dues but were unable because the Senate page has been moved to SharePoint and several links (including the link to pay dues) were broken. This will be fixed soon. Pierce

		Budget meeting is tomorrow (10/7/14) and District Budget meeting on October 15 th .
10.	Accreditation Chair Update – Margarita Pillado	ASC Chair Margarita Pillado gave a presentation regarding the March 2016 Accreditation visit. What is Pierce doing to ensure reaffirmation? She discussed ACCJC Standard IA “Mission.” [APPENDIX B]
11.	New Business Equity Report – Crystal Kiekel College Outcomes Committee Charter review FPPC Charter revision – Constance Kocs	<p>Crystal Kiekel gave a presentation about the Equity Plan [APPENDIX C]. She also distributed a draft summary of the Equity Plan [APPENDIX D]. Questions and discussion ensued.</p> <p>A copy of the revised COC Charter along with a red-lined copy was sent to all Senators last week [APPENDIX E] and [APPENDIX F]. Minor changes have been made: one stylistic change, the addition of a “Past COC Chair” position, and the addition of a committee meeting attendance requirement. Joe Perret made a motion to approve the revised COC Charter; Kathy Holland seconded the motion; the motion passed unanimously.</p> <p>Draft 6 of the FPPC Charter and a copy of the Position Ranking Rubric were presented to the Senate [APPENDIX G] and [APPENDIX H]. Constance Kocs summarized the changes that were made to the Charter and the FPPC Position Ranking Rubric. Discussion ensued, particularly regarding the Position Ranking Rubric.</p> <p>Margarita Pillado raised a point of information and a point of order. The point of information asked whether the rubric was part of the charter. It was clarified that it was not. The point of order was that the body was discussing an item without having moved the item.</p> <p>Monique Cleveland made a motion to approve draft 6 of the FPPC Charter, not including the Position Ranking Rubric; Wendy Bass seconded the motion.</p> <p>Discussion ensued.</p> <p>Joe made a motion to add the Rubric to the Charter; Kathy Holland seconded the motion.</p> <p>Discussion ensued.</p> <p>Joe Perret withdrew his motion to add the Rubric to the FPPC Charter.</p> <p>Margarita Pillado made a motion to extend the Senate meeting by 10 minutes; Kathy Holland seconded; Beth Benne, Jamie Beavers, Joanna Zimring-Towne, Wendy Bass and Crystal Kiekel voted “no.” All other Senators voted “yes.” There were no abstentions.</p> <p>Wendy Bass called for a vote on the FPPC Charter. Everyone voted “yes” except Joanna Zimring-Towne who voted “no.” The motion passed and the FPPC Charter was approved by Senate.</p> <p>Margarita Pillado made a motion to accept the new members; Joe Perret seconded the motion; discussion ensued.</p> <p>Questions and discussion ensued. Angela Belden asked how these members were chosen. Senate President Kathy Oborn explained that there are five Senate members and five department chairs.</p> <p>There was discussion regarding the duration of Michelle Silver’s term on FPPC.</p> <p>Margarita Pillado made a motion to postpone the discussion until the next Senate meeting; Joe Perret seconded the motion; the motion passed</p>
	FPPC new committee members: Paula Paggi, David Braun, Shilo Nelson	

		unanimously.
	Academic Senate Committee Reports	
12.—	DEITC — Mike Cooperman	
13.—	Outcomes Committee — Monique Cleveland	
14.—	Professional Development Committee — Kathy Holland	
15.—	Ethics Committee Report — Cara Gillismk	
16.—	Faculty Position Priority Committee — Constance Kocs	
	Campus Reports	
17.—	Articulation Officer — Elizabeth Atondo	
18.—	Transfer Center Director — Sunday Salter	
19.—	Distance Education Coordinator — Wendy Bass	
20.—	Announcements and Open Forum Permits anyone to bring to the floor matters not currently on the Agenda, though action may not be taken on any item. 2 minutes maximum per speaker.	
21.	Adjournment	At 4:04 pm Robert Grogan made a motion to adjourn the meeting; Angel Belden seconded; the motion passed unanimously and the meeting was adjourned.

Academic Senate Meetings for Fall 2014
9/8, 9/22, 10/6, 10/20 (Great Hall)
11/3, 11/17, 12/1 (CSB)

Treasurer's Report – October 6, 2014

Treasurer

- Checking Balance: **\$ 3,908.57**
- PayPal Balance: **\$ 2,919.39**
- Dues Paying Members: **1**
- Balance in College holding account: **\$2,500**
- **Checks to write: None**

Academic Senate Website

The Senate web site along with all the other committees switched to SharePoint. In doing so, the links for PayPal broke. As soon as I get a login rights I will fix this and resend dues requests.

Budget Committee – Meets tomorrow October 7th

District Budget Committee – Meets October 15th

Joe Perret

Accreditation Primer

Margarita Pillado
Faculty Accreditation Coordinator
Internal Evaluation
External Evaluation
Institutional Self
Improvement
Commission
Evaluation
Student Achievement and
Institutional Effectiveness
A continuous cycle of
Evaluation and Improvement
Governing Board Certification

•“This institutional Self Study Report is submitted for the purpose of assisting the determination of the institution’s accreditation status.”

•“We certify that there was broad participation by the campus community, and we believe the Self Study Report accurately reflects the nature and substance of this institution.” (my emphasis)

Standard I:
Mission, Academic Quality and
Institutional Effectiveness

Standard I.A.Mission

PIERCE COLLEGE MISSION STATEMENT

Pierce College is a student-centered learning institution that offers opportunities for access and success in a diverse college community.

The college dedicates its resources to assist students in identifying and achieving their educational, career, and personal goals.

Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical proficiency, and develop basic skills.

We serve our community by providing opportunities for lifelong learning, economic and workforce development, and a variety of enrichment activities.

Standard I.A.1.Mission

- The mission describes
- The institution’s broad educational purposes
- Its intended student population
- The types of degrees and other credentials it offers
- Its commitment to student learning and student achievement

Standard I.A.2.Mission

- The institution uses data to determine
- how effectively it is accomplishing its mission
- whether the mission directs institutional priorities in meeting the educational needs of its students.

Standard I.A.3.Mission

- Programs and services are aligned with the mission
- The mission guides institutional decision-making
- The mission guides resource allocation
- The mission informs institutional goals for student learning and student achievement

Standard I.A.4.Mission

- The institution articulates its mission in a widely published statement approved by the governing board.
- The mission statement is periodically reviewed and updated as necessary.

Learning Outcome for Standard I

The institution demonstrates the primacy of the mission statement in its activities and decisions

Assessment Method

- Evidence of mission-driven decision-making
- Evidence of mission-driven institutional planning and resource allocation
- Evidence of mission-driven
- Curriculum
- Academic programs
- Student learning and support services,
- Human, physical, and technology resources
- Governance structures

- Equity Plan
- **Description**
- State-mandated
- Data for 5 measures
- Disaggregated by groups
- Identify gaps
- Plan: Emergent Themes
- Student Engagement/mentoring/advising
- Cohort learning
- Professional learning
- More data
- Coordinators/space
- Connections/outreach
- New!
- “Starting Students off Right” handbook
- Social media
- Peer mentor & advisor programs
- Inquiry into grants and programs
- Additional staffing
- Coordination with community
- Funding
- \$400,000!
- Strings attached
- Alignment, alignment, alignment
- 1.5 FTE for coordination, research, and professional development
- Well that’s vague...
- LEADERS NEEDED!

— Join a team or lead an activity

— Add into your Annual Plan

— Apply in November

— Create a budget in December

?

October 2014 Equity Plan Draft Summary

Description:

This is a state-mandated plan that requires us to examine data around certain success measures. These data are disaggregated by certain demographics that are required by the state in order to identify significant “equity gaps” among our student groups (see chart below). Once we identify these equity gaps, we are required to make a plan to address them. We set three-year goals for ourselves and generate activities (both activities that we already engaged in and new activities) that will help us reach those goals. This plan is due to the District November 3, 2014.

Areas of Examination	Disaggregated By
Access	Gender
Course completion	Ethnicity
Basic Skills Pathway Completion	Disability Status
Degree and Certificate completion	Veterans
Transfer	Foster Youth
	Low Income

Findings:

Success Measure	Underserved Student Groups
Access	Students who are Foster Youth, Veterans
Course completion	Students who are African American/Black, Foster Youth
Basic Skills Pathway Completion - ESL	Students who are Latino
Basic Skills Pathway Completion - English	Students who are African American/Black, Latino
Basic Skills Pathway Completion - Math	Students who are African American/Black, Latino
Degree and Certificate completion	Students who are male, African American/Black
Transfer	Students who are African American/Black, Filipino, Latino, Veterans, and students who have a documented disability
*These data only include gaps for disaggregated cohorts of 30 students or more. For smaller cohorts, qualitative data will be used to identify need.	

Plan:

Emergent Themes

- Increasing student engagement/mentoring/advising
- Strengthening cohort learning models (e.g. learning communities, accelerated pathways, etc.)
- Increasing opportunities for ongoing, cohesive professional learning opportunities
- Collecting, analyzing, and disseminating more data around success indicators for at-risk student groups.
- Connecting Pierce College with existing community agencies for resources, recruitment, partnerships.
- Advertising existing Pierce College programs to underserved groups.
- Creating programs to support students in creating educational plans and goals.

Alignment with Existing Programs

- Student Success/Achieving the Dream Activities (Culturally-responsive teaching and learning, math and English pathways, assessment preparation, targeted course-embedded tutoring, etc.)
- SSSP activities (outreach, extended orientation, assessment preparation, etc.)

New Activities

- Culturally-responsive teaching and learning professional learning opportunities
- “Starting Students off Right” handbook/website for faculty (Early Alert, early assessment, etc.)
- Increased outreach/communication through social media (Twitter, Instagram, etc.)
- Peer mentor & advisor programs with an emphasis on Latino and African American/Black students
- Inquiry into new avenues for grants and academic programs (Puente, Multi-Cultural Studies, etc.)
- Additional staffing: Tutors, counseling, and coordinators for Foster Youth, vets, and peer mentor project
- Additional spaces and coordination: Community providers, high schools, and each other!

Appendix G3

College Outcomes Committee

A Standing Committee of the Academic Senate

Revised and approved by Senate on _____

Responsibilities:

To guide the college through the continual process of developing, implementing, assessing, and evaluating outcomes policy; to implement and evaluate college-wide outcomes activities; and to oversee the assessment and reporting of student learning outcomes, service area outcomes, program outcomes, and general educational learning outcomes.

The duties of the College Outcomes Committee (COC) shall be to:

- Support Student Learning Outcomes (SLOs) Assessment and Reporting
- Support Service Area Outcomes (SAOs) Assessment and Reporting
- Support Program and General Education Learning Outcomes (PLOs and GELOs) Assessment and Reporting
- Oversee Twice-Yearly Pierce Assessment Day
- Develop and Monitor Institutional Policies on Outcomes
- Monitor Outcomes-Related Accreditation Updates

Committee Membership:

The following shall be the voting members of the College Outcomes Committee:

- One (1) College Outcomes Coordinator or Two (2) College Outcomes Co-Coordinators
- One (1) Past COC Chair
- One (1) Faculty member selected by the APC
- One (1) Academic Senate representative
- One (1) Faculty Member from Area 1
- One (1) Faculty Member from Area 2
- One (1) Faculty Member from Area 3
- One (1) Faculty Member from Area 4
- The Faculty Accreditation Coordinator
- The Vice President of Academic Affairs or designee
- The Vice President of Student Services or designee(s) (up to three)
- The Vice President of Administrative Services or designee(s) (up to three)

The following shall apply:

- The Outcomes Coordinator (or Co-Coordinators) shall chair the committee.
- The term of office of all committee members shall be two (2) years.
- No department of the college shall have more than one (1) member.
- Committee members from Academic Affairs, Students Services, and Administrative Services shall be appointed by their constituencies no later than September 15.
- COC members who miss 2 meetings per semester will be removed from the COC.

Other Criteria:

- The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Proposed by the Outcomes Team September 17, 2012

Approved by the Academic Senate October 22, 2012

Revised by the College Outcomes Committee October 1, 2013

Revised by the College Outcomes Committee February 4, 2014

Revised by College Outcomes Committee Chairs February 7, 2014

Revised by College Outcomes Committee Chairs February 11, 2014

Revised and approved by Senate on 4-28-2014

Revised and approved by Senate _____

Appendix G3**College Outcomes Committee**

A Standing Committee of the Academic Senate

Revised and approved by Senate on ~~4-28-2014~~ _____

Responsibilities:

To guide the college through the continual process of developing, implementing, assessing, and evaluating outcomes policy; ~~implementing~~to implement and ~~evaluating~~evaluate college-wide outcomes activities; and to oversee the assessment and reporting of student learning outcomes, service area outcomes, program outcomes, and ~~program~~general educational learning outcomes.

The duties of the College Outcomes Committee (COC) shall be to:

- Support Student Learning Outcomes (SLOs) Assessment and Reporting
- Support Service Area Outcomes (SAOs) Assessment and Reporting
- Support Program and General Education Learning Outcomes (PLOs and GELOs) Assessment and Reporting
- Oversee Twice-Yearly Pierce Assessment Day
- Develop and Monitor Institutional Policies on Outcomes
- ~~Support Faculty Work on Integrating Outcomes Assessment with Existing Assessment Practices~~
- Monitor Outcomes-Related Accreditation Updates

Committee Membership:

The following shall be the voting members of the College Outcomes Committee:

- One (1) College Outcomes Coordinator or Two (2) College Outcomes Co-Coordinators
- One (1) Past COC Chair
- One (1) Faculty member selected by the APC
- One (1) Academic Senate representative
- One (1) Faculty Member from Area 1
- One (1) Faculty Member from Area 2
- One (1) Faculty Member from Area 3
- One (1) Faculty Member from Area 4
- The Faculty Accreditation Coordinator
- The Vice President of Academic Affairs or designee
- The Vice President of Student Services or designee(s) (up to three)
- The Vice President of Administrative Services or designee(s) (up to three)

The following shall apply:

- The Outcomes Coordinator (or Co-Coordinators) shall chair the committee.
- The term of office of all committee members shall be two (2) years.
- No department of the college shall have more than one (1) member.
- Faculty committee members ~~Committee~~ members from Academic Affairs, Students Services, and Administrative Services shall be appointed by their constituencies no later than September 15.
- COC members who miss 2 meetings per semester will be removed from the COC.

Other Criteria:

- The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

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Revised and approved by Senate on 4-28-2014

Revised and approved by Senate _____

Appendix H

Faculty Position Priority Committee (FPPC) Charter

Originally Approved by Academic Senate Oct. 23, 2000

RESPONSIBILITIES

In compliance with the process guidelines agreed upon by the Senate, AFT, and College President, this charter establishes the procedure for replacement and new position hiring, based on the needs of the students, the departments/disciplines, and the college. In accordance with this charter, the FPPC will analyze the applications and prepare a prioritized list to recommend to the Academic Senate.

COMPOSITION

The Faculty Position Priority Committee (FPPC) will be composed of the following:

- 5 faculty members selected by the Academic Senate.
- 5 faculty members selected by the Academic Policy Committee.
- 1 faculty member selected by the AFT
- 1 Vice President of the Academic Policy Committee
- 1 Faculty Senate President (ex-officio)
- All deans supervising academic programs (non-voting)

This is a reduction from six Senate and six APC representatives and will take effect as members terms expire in 2015. Terms will be for two years beginning the first of May. The appointments will remain for the duration of the term even if the individual is not or is no longer a member of the appointing body.

To maintain a broad based committee, the members from the Academic Senate and the Academic Policy Committee must have at least one representative from each of the four areas established by the Pierce College Curriculum Committee. No discipline may have more than one member. The committee will recommend a chairperson. The Vice President for Academic Policy shall serve as a liaison to the Academic Senate and will be a voting member of the committee unless his/her department is already represented by a voting member.

PREPARATION FOR ANALYSIS OF APPLICATIONS

1. The FPPC will be convened no later than the fourth week of the fall semester.
2. The FPPC will assess hiring needs in accordance with "Prioritization Criteria for Replacements and New Faculty Positions" stipulated in Article 33 of the Agreement Between The LACCD and the LA College Faculty Guild.
3. The Office of Institutional Research will provide quantitative data required in the process. This may include:
 - a chronological list of faculty members on long-term leave or reassignment and those separated from Pierce within the last academic year.
 - current semester data: total full-time faculty, total FTEF taught, unadjusted and adjusted fulltime percentage, predicted full-time percentage with hire(s)
 - historical data: allocated hours, total FTEF, and % full-time FTEF taught for past 4 semesters
 - all certificates, degrees, and GE certifications awarded for the last three years
4. In assessing the needs related to non-classroom disciplines such as Counseling and Library, program review documents, comparative-staffing data from other colleges and other relevant information will be considered. Similarly, for any discipline, State, Accreditation, or other externally mandated requirements will be considered.
5. The data used in the process for all departments will be made available to the Department Chairs.
6. A Pierce Faculty Priority Position Application will be required for each faculty member request unless the positions are identical.
7. Once the applications for positions have been submitted, the FPPC will review and prioritize them. The FPPC may require departments to provide additional information or clarification that could include a presentation. Voting FPPC members from departments that have applications under consideration will be excluded from advocating for those applications.

8. For positions for new and emerging disciplines the FPPC application should include a recommendation from the Educational Planning Committee.

9. By the first Monday of November, the FPPC's list of recommendations will be forwarded to the Academic Senate. The Academic Senate will forward its recommendations to the College President. The Art. 33 C language on replacements will be attached to the FPPC prioritization list:

Faculty positions vacated, for any reason, for any length of time, should be replaced with temporary or new contract faculty. Any full time faculty position permanently vacated should be filled with a regular or contract (tenure track) faculty member within, whenever possible, one year.

10. At the end of each academic year the FPPC will evaluate the process and recommend any modifications necessary to improve the procedure.

ANALYSIS OF THE APPLICATIONS

The FPPC will evaluate all applications according to the prioritization criteria for replacements and new faculty positions stipulated in Art. 33 of the Contract. Replacement of contract positions is given high priority.

a. The Educational Master Plan—New positions are considered only if stated as a department goal in Program Review, and submitted in a department's Annual Program Plan. Justifications for new positions include, but are not limited to: accreditation, legal or regulatory compliance, sustained increased demand, linkages to the Educational Master Plan (and/or Strategic Master Plan), a recommendation from viability review, and other justifications.

b. Program Viability and Student Success Rate--Departments are viable until proven otherwise and may submit requests for new hires. New and replacement positions may or may not be recommended by a viability study. Consideration is given to the aggregate student success rate within the discipline in which the hire is sought.

c. Staffing Needs (including the goal of maintaining or increasing the college's ratio of full-time to part-time faculty)--This could also include but is not limited to: elimination of non-classroom hourly assignments to improve staff/student ratios, impact of changes in Title 5 such as dealing with repeatability of courses, and full-time to part-time faculty ratios in specific disciplines mirroring college wide averages.

d. Program Needs-- Examples of program specific needs include but are not limited to: accreditation requirements, specific courses which are understaffed by full time faculty, curriculum and program development and improvement, current and future changes in the discipline, the possible loss of program accreditation or the dropping of the discipline, the lack of available hourly instructors, diversity goals, and other critical needs.

e. Enrollment and Financial Resources-- FTES/FTEF ratio is considered per discipline and per course that a new faculty hire will teach.

f. Assignments in a Discipline Where the Load Consistently Staffed by Adjunct Faculty for More Than Three Years Exceeds One Full Time Position—these would be considered as new positions.

FACULTY POSITION PRIORITY COMMITTEE POSITION RANKING RUBRIC 2014

The following rubric will serve as a guide for FPPC ranking:

DECIDING FACTOR	RATING	SCORE
a. Master Plan/Strategic Plan	1= The position is aligned with the college strategic/master plan.	
b. Program Viability	2= The position is recommended by a viability study. 1=course aggregate student success rate in discipline is above the college average.	
c. Staffing Needs	2= The discipline FT/FTE hours ratio is below 50%. 1= The discipline FT/PT hours ratio is between 50% and 75%.	
d. Program needs	2= The position is essential to program. 1= The position is important to program.	
e. Enrollment & Financial	1= Enrollment trends justify the position.	
f. Assignments in a Discipline Where the Load Consistently Staffed by Adjunct Faculty for More Than Three Years Exceeds One Full Time Position – these would be considered new positions	2= Adjuncts are equivalent to more than two FTEs. 1= Adjuncts are between 1 and 2 FTEs.	
g. Contract Faculty Vacancies	= 6	
h. Regular Faculty Vacancies	2= Vacancy is of 1-3 years duration. 1= Vacancy is of less than 1 year duration.	
	TOTAL	

After applying the rubric, the FPPC will complete its analysis.

1. Discussion

We will have to update the General Studies AA for next time. Find it in the catalog. Teresa Frost has updated. We will review also for anomalies.

Effective date of SLO—Sp2015 or F2015?

2. Action Items

- a. Amendment to Charter: Addition of CSIT to Curriculum areas; change of name to Communication Studies; change of name to Political Sciences/Economics/Criminal Justice/Chicano Studies. Do Psych (Area 2) and CSIT (Area 4) want to stay in the traditional areas.

b. COR Updates—Credit Courses

40662 Addictst. 007 Addic Treatment and Recov

40663 Addictst. 010 Addic and the Family

40665 Addictst 013 Addictive Diseases and Life Style Disorders

40666 Addictst 014 Addic and Theories of Hum Dev

40065 Adm Jus 001 Intro Admin Jus tabled for DE

40063 Adm Jus 004 Principles and Procedures of the Justice System tabled for DE

40244 An Sci 521 Beef Produc Lab

40225 Anml Sci 530 Poultry Produc. Approved, but a few typos

~~40226 Anml Sci 531 Poultry Produc. Lab~~ tabled for Nov. mtg.

40227 Anml Sci 535 Sheep Produc

40504 Anth 285 Dir. Study

40737 ASL 005 Intro to Interpreting

40702 Art 105 Hist. Asian Art

34812 BIO 003 Introduction to Biology

40270 CAOT 031 Bus. Engl

40571 CAOT 034 Bus.Terminology

40273 CAOT 039 Word Processing: Keyboarding and Operations

40533 CAOT 055 Career Skills for the Workplace

40927 CAOT 064 Computer Apps and Office Tech Lab

40786 CAOT 066 Voice Recog. Software for Comp Input

39478 CAOT 067 Microsoft Outlook for the Office

40789 CAOT 071 Voice-Recognition Software

40549 CAOT 077 Microcomputer Acctg. for the Electronic Office

40538 CAOT 078 Microcomputer Acctg. Apps for the Electronic Office

40543 CAOT 079 Word Processing Apps.

39494 Egd Tek 111 discussion as to why not on DE list (DE not approved yet)

39931 Econ. 001 Prin. Econ. I

39932 Econ. 002 Prin. Econ. II

39893 Math 228B Statistics Pathway pt. II

40094 Photo 27A Hist. and Aesthetics of Photo A tabled for DE

40095 Photo 27B Hist. and Aesthetics of Photo B tabled for DE

40573 Photo 185 Dir Study Photo

40575 Photo 385 Dir Study Photo

40670 Psych 185 Dir Study Psych

40715 Spanish 001 Elem Spanish I

40717 Spanish 002 Elem Spanish II

33572 Spanish 015 Great Books of Latin Am

70713 Spanish 035 Span for Span Spkrs I
40714 Spanish 036 Span for Span Spkrs II

c. Reinstatements/Archive

Archive:

40938 An Sci 321 Intermed. Dog Grooming
41168 History 043
38536 Bio 011 Natural History (officially)

d. Distance Ed Requests

39932 Econ 002
39494 Egd. Tek 111 2-d Computer-Aided Drafting DE declined; resubmitted with DE
40491 Anth. 102 Human Ways of Life
40492 Anth. 101
40494 Anth 121 Anth of Relig., Magic, and Witch.
40065 Adm Jus 001 Intro Admin Jus DE declined. Awaiting resubmittal
40094 Photo 27a tabled for completion
40095 Photo 27b tabled for completion

e. TBA updates

Anth 285
Bio 3
CAOT 039, 064, 071, 077, 078, 079
Photo 185, 385
Psych 185

f. Honors Requests

Admin Justice 004
Sociology 013

g. Courses to be Archived

39508 Auto Svc.Tech. 025a Fund. Of Auto Lubrication... already archived. Completing path
40938 An Sci 321 Intermediate Dog Grooming
41168 History 43 The Mexican American in the Hist. of the US. Tabled for reason for archive

h. Substantial changes to an approved credit program

i. Non-Substantive changes to a program

j. TMC, ADT

Anthro. TMC wait for typo

3. Information updates

a. DE/ updates

40494 Anth. 121 Anth Relig., Magic, Witchcraft
40492 Anth. 101 Hum. Biol. Evol.
40491 Anth. 102 Human Ways of Life: Cultural Anth
39931 Econ, 001 Prin Econ I
39932 Econ. 002 Prin. Econ. II

TBA:

34812 Bio 3 Intro. To Biology
40789 CAOT 071
40538 CAOT 077 Microcomputer Acctg. for the Electronic Office
40543 CAOT 079 Word Processing Apps

~~**b. Honors Updates**~~

c. SLO Updates

40491 Anthro 102 Human Ways of Life: Cultural Anth
40494 Anthro 121 Anth Relig., Magic, Witchcraft
40504 Anthro 285 Directed Study
39891 Math 227 Statistics

d. Reinstatement completed from Sp. 2014

43296 History 029 Asian Civ: the Middle East

f. Administrative Archives / Catalog Update / C-ID required modifications

All service learning and original Cooperative Education courses. See attachment