



ACADEMIC SENATE/ED ADMIN

JOINT MEETING

Adopted Minutes

November 25, 2013

ASSC 1421

1. Call to Order

President Gunther called the meeting to order at 3:05 pm.

2. Roll Call:

Academic Senate: Susanna Gunther, President, Sabine Bolz, Kevin Brewer, Nick Cittadino, Catherine Cyr, Joe Conrad – *ex officio*, Erin Duane, Lisa Giambastiani, Amanda Greene, Les Hubbard, Katherine Luce, Amy Obegi, Teri Pearson-Bloom, Ken Williams, Michael Wyly, Connie Adams, Admin Assistant
Ed Admin: Peter Cammish, Lily Espinoza, Jerry Kea, Bruce Kinghorn, Shirley Lewis, Maurice McKinnon, Maire Morinec, Barbara Pavao, John (Zhanjing) Yu
Absent/Excused: Lue Cobene, Sal Codina, Dale Crandall-Bear *ex-officio*, Neil Glines, LaNae Jaimez, Diane White
Guests: Marion Cowee, Tonmar Johnson

3. Approval of Agenda – November 25, 2013

Motion to approve – Senator Bolz; Seconded – Senator Pearson-Bloom; Passed – unanimous

4. Comments from the Public

5. Information/Discussion Items

5.1 Faculty Hiring

President Gunther reported the Academic Senate did not receive the list until this meeting. Dean Lewis asked Dean Cammish to begin the discussion by explaining the criteria and process used by the deans to determine priority. Dean Cammish reported that 21 position requests were received. The deans reviewed and rated each position on four criteria: efficiency; labor market and potential for growth; staffing and capacity; assessments. Twenty positions were placed on the list and to create a mathematical list, deans had 20 points to distribute to their priority choices. Following a lot of discussion, some changes were made to the list. Dean Lewis added that, after the deans' opportunity for input, S/P Laguerre wanted consideration for aeronautics, business, accounting, and nursing. Dean Morinec pointed out there will be no full-time faculty teaching business courses in the spring due to two retirements and one instructor going on full-time release. FTES are routinely full and, as noted in Program Review, one accounting instructor is retiring this semester. The Aeronautics program requires one instructor for every 24 students and one of the two full-time instructors is retiring. Dean Kea noted none of the seven requests for CTE positions made the list. Concern was voiced and due to Chancellor's Office requirements as well, a balance was created. Dean Lewis reported the Board of Registered Nursing made an accreditation visit recently. The BRN exit report noted the College should consider hiring a full-time nurse with geriatrics expertise to work on curriculum changes required by the BRN and also open the CRN program.

The academic deans each gave a brief rational for their fall 2014 positions that were included on the list.

CTE/Business - Maire Morinec:

Business has only one full-time faculty who will be on release time this spring and the other full-time instructor will be teaching business and CIS. Due to retirements, five classes now have to be taught by adjuncts. Emergency hiring will get the department through spring and maybe fall. The full-time **Accounting** instructor is retiring this semester and adjunct hiring is planned for spring. **Aeronautics** is a vibrant and growing program that must have a full-time instructor.

The **Auto Tech** Program has restarted and will be moved from Armijo High School to a new location in Vallejo. To have NATIF certification, the industry standard, two full-time instructors are required.

CIS will be interviewing next week for a spring full-time tenure track position.

Auto Body is a growing program in the second year of Perkins funding and three years is the maximum allowed. Two positions are currently funded with soft money and the College should consider bringing the positions into the main stream. The two faculty were hired on tenure track positions and the salary and benefits (about \$200,000) out of Perkins decreases funding for programs, professional development and equipment.

Office Tech currently has no full-time instructors. Program and Curriculum reviews were completed, forces realigned, and significant changes made. It is also an entry level program for many students and it is unfortunate it is at the bottom of the list.

Counseling – Barbara Pavao: Counseling put forth three positions. Over the past five years or so, the College has been calculating which counselors to include in this hiring priority process. Bringing DSP, EOPS, etc. into the enumerators, contractually we are still within the ratio. However, the Student Success Initiative (SSI) relies heavily on counseling (previously matriculation) services and will be much more intensive. Services have always been provided but never mandated as they will be now. All three position requests are for general counselors. Another impact on counseling comes from CTE grants that include a counseling component. The College has approximately 9.1 FTE counselors and it has become quite a challenge for them. More adjuncts have been used but that budget was severely cut. The counselor/student ratio is about 1:1400 without taking into account the counselor teaching time. DSP and EOP students often see general counselors as well. Counseling 101 will be initiated in spring and could double efficiency. The department is looking at ways to do things differently and, if the course can address some of the SSI issues, it will be a good use of counselors' time. Counselors are limited to 40% teaching, some are at 100% counseling, and the average in-load per counselor is one.

Senator Pearson-Bloom pointed out that decreased enrollment occurs if students can't see counselors and Senator Cittadino noted the importance of personal contact.

Math/Science – John Yu: Six positions were put forward but, due to needs in other areas, he looked for balance. Math and Science generate 1/3 of FTES.

The only full-time **Astronomy/Physics** instructor is retiring. Other schools of comparable size generally have two full-time.

Chemistry has a ratio of 40:60 full-time to part-time faculty but should be at least 50% full-time. It is difficult to find part-time instructors and by the time interviews are scheduled a pool of five may decrease to one.

The **Math** ratio is also below at 45:55.

One full-time **Anatomy** instructor is retiring.

Following questions and discussion, it was understood that full-time faculty positions that were approved last year for Computer Science and Horticulture will be hired as soon as possible and are not included as part of the new positions on the current list of positions that will be hired for fall 2014.

Liberal Arts – Bruce Kinghorn: Interior Design and Journalism are totally covered by adjuncts but the greatest need is in **English** with about five full-time faculty lost due to resignations and retirements. It is very difficult to find adjuncts and the pools decline by interview time. There is a good chance a class or two will have to be cancelled for spring semester. There is a desperate need as English covers all degrees and certificates and someone is needed who can cover Basic Skills as well.

Behavioral Sciences: Professor Tonmar Johnson, the only full-time **Sociology** instructor, offers 16 sections per semester. There are six adjuncts and a current hiring pool is underway because of the need for more. If someone isn't hired next semester, some classes will likely be cancelled. One adjunct quit before semester started and Professor Johnson added that core class to his schedule. Professor Johnson noted he is also teaching five prep classes due to College transfer agreements. He is the advisor for the very active Sociology Club and he is serving on various committees as it is essential for sociology teachers to be involved on campus. Colleges at comparable size generally have two full-time instructors. Current retention rates are 87%, higher than the state average, and ranks third in that number. A sociology instructor retired a few years back. The Sociology position needs to remain on the list and be moved up. Dean Kea noted the load is at 700, Sociology 1 at 50 students has had over 100% filled in 9 of 10 classes. Sociology 2 and other courses at

35 max and are always over-enrolled. Dean Lewis pointed out Professor Johnson's classes carry about 75% of the others and Dean Kea added the importance of fill rate and contact hours. Although all deans agreed the top ten positions are essential, there were questions as to why Sociology was not higher on the list. Dean Kea noted that they are all critical and not negotiable, competition is always fierce, the new SSI brings in math, English, counseling, and on top of that there is the survival of departments to consider. Dean Espinoza added that some of the proposals were 30 pages and included a long, thought out process. Dr. Conrad noted that all proposals in math/science were generated by faculty and there is a disadvantage if the dean doesn't advance it. Adjuncts don't necessarily have time to complete proposals or put together a 50-page Program Review and then show why FT is needed.

Senators expressed disappointment in the last minute list and limited information with no data to back up decisions. The joint meeting purpose has been to have faculty input after there has been time to review the list and data.

Human Performance & Development – Lily Espinoza: CDFS submitted a 30-page proposal, an instructor is retiring after 30 years, and this great program needs to be kept great. The program is both CTE and general education and receives Perkins funding. Students who go through the program are placed into careers right away. The program is leading the College in terms of the Program Review process. The full-time retirement will be a huge blow to this program and everything will be impacted. The request is not to add, but to maintain faculty. Special training and expertise are needed as well as diversity in staff. As business grows in this county, families will need more quality childcare. A 20% rise in childcare by 2020 is projected. In response to the question of childcare programs at the centers, Dean Espinoza replied there is state funding for subsidized childcare and that could be another area to expand but it would have to go through Measure Q and be developed. Dean Kea added there have been discussions about that and building ECE at both centers but it isn't at the top of the list. Senator Obegi queried why Aeronautics is higher on the list than CDFS that has completed their Program Review and the numbers now show the need for faculty. Dean Morinec pointed out the legal mandate for aeronautics. She also noted that CTE programs have been starved at the College over the years and the FT hires have historically been at the bottom of the list. If the mission includes CTE, Transfer, and Basic Skills, those positions need to be filled.

Health Sciences – Maurice McKinnon: Dean McKinnon reported she was unable to attend the deans' meeting when the list was discussed and the Nursing proposal was submitted after the BRN visit to know the status. It appears that, to become fully compliant with BRN standards, a FT instructor and geriatrics content expert are required and are critical now to oversee curriculum for that specialty area. The program is currently in the beginning stages of curriculum revision that has started and stopped over the years but now must move forward. Four content experts are needed, two were hired this fall, but geriatrics is still needed. The curriculum must be completed and is due by fall 2015. The BRN will return to check for substantial and deliverable progress. The program integrity must be reestablished and maintained. Documents of regulations show the program is out of compliance. Without being present to advocate for Nursing during dean discussions, and without certainty of requirements at that time, it was placed at #10 on the list. Dean Morinec clarified that the BRN doesn't state that FT are needed but they can say that sufficient resources are lacking and issue a citation after a couple years of that. Attempts were made to fill the geriatric position last year. It is difficult to get a pool of applicants. Dean McKinnon added that faculty have to demonstrate competency and have a Master's Degree to teach theory. If not current, remediation has to be done at College expense and faculty can't teach while working on that. Dean Morinec explained the Nursing program serves community needs and provides other areas with FTES. Nursing enrollment is kept low as hospitals have a limit of eight students. There will be lots of job openings for CRNs and that also serves as pathways to other positions. Curriculum has not been updated since the 1990s.

Discussion: VP Wyly reported that six FT English faculty have resigned or retired in the last five years and only one has been replaced. Emergency hire of adjuncts took place this fall and there are currently unstaffed sections in English that could result in cancelled classes next semester. President Gunther added there will be an increase in numbers due to SSI. The Educational and Equity plans rely on a fully fleshed out department that is in desperate circumstances instead. Dean Lewis reported she met with Chuck Spillner and the ASC Task Force. They are planning to bring a proposal to the Senate that all incoming freshman take

math and English their first semester. At least 75% will be in Basic Skills. Dean Kea added that the College will have to find money for counseling, assessment, and English and math teachers and be more efficient due to state requirements.

Regarding concern the chemistry ratio is way out of balance, Dean Kea responded that some of the science classes stand or fall together. Students will go elsewhere if needed classes aren't available.

Dean Morinec noted that programs can be adversely affected by one retirement. If Autobody isn't moved out of Perkins funding, faculty will have to be let go after three years and that brings up contractual issues as well. The Senate should recommend that positions not be filled with soft money due to the risks, but, if that funding is used, job announcements must clearly state that. Enrollments are down and Perkins funds are based on enrollments and are also regionalized. Positions should be considered based on the labor market as well.

President Gunther wrote a revised list on the chalkboard: 1) Business; 2) Accounting; 3) Aeronautics; 4) Counseling 1; 5) Nursing; 6) Astronomy/Physics; 7) English; 8) Sociology; 9) Chemistry; 10) CDFS; 11) Math 1; 12) Math 2.

Dean Morinec suggested the positions with federal mandates should be separate from the regular list and Dean McKinnon reiterated the positions are critical to the programs with mandates. Dean Kea pointed out that the College was given 36 months to recover enrollment after the cap was lost a year ago and faculty needs to be hired to raise enrollment. He suggested presenting an approved list of twelve positions.

Professor Johnson pointed out how sociology brings numbers to the College. Sociology was moved to #3 and Aeronautics moved to #8.

6. Action Items

6.1 Vote on Faculty Hiring Priorities

Motion to accept ranking as written on board (listed above) and, in addition, have someone summarize the Senate's discontent and how the process should be in the future, send to S/P Laguerre with the caveat that ten full-time positions will be hired and, if not, would like that to come back to Senate – Senator Brewer; Seconded – Senator Cittadino

Discussion: Dr. Conrad suggested moving the second counseling position or anatomy up to the math positions. Dean Kea pointed out a second counseling position would be a student services position, rather than academic. After further discussion, the ranking was revised by moving Anatomy to #12 and Counseling 2 to #13. Senator Giambastiani requested adding to notations above that numbers do not represent ideas of how the positions should be ranked in importance but presupposes the ten will get hired. The final amended list: 1) Business; 2) Accounting; 3) Sociology; 4) Counseling 1; 5) Nursing; 6) Astronomy/Physics; 7) English; 8) Aeronautics; 9) Chemistry; 10) CDFS; 11) Math 1; 12) Anatomy; 13) Counseling 2. The numbers do not represent how the positions should be ranked in importance but presupposes the top ten will be hired.

Motion to accept the amended list with notations as stated in the first motion – Senator Brewer; Seconded – Senator Cittadino; Passed as amended - unanimous.

7. Adjournment

The meeting was adjourned at 5:00 pm.