Members present: Jim McManus, Jeff Dean, Bob Mitchell, Terry Taskey, Chieko Honma, Jeff O’Connell, Carrie Dameron, Diane Berkland, Wayne Yuen, William Wong, Luc Desmedt, Jeff Roberts, Nicole Sandoval

Members Absent: William Wong

Others present: Leta Stagnaro, Ron Travenick, Wayne Takakuwa

The meeting was called to order at 3:33 p.m.

Announcements

We need to choose a faculty member to lead faculty at graduation. There is one faculty member retiring, but the name has not been made public, so Jeff O’Connell will confirm if the member will lead.

The Faculty Professional Development Committee has made changes to the funding restrictions that were discussed at the February 19 meeting. Chris Bolt will be sending those changes to senate and the campus community via email.

The next Senate meeting will be the Adjunct Appreciation Event on April 16 in room 7101 from 3:30 to 5:00.

Approval of minutes from March 12, 2014 (A)

The minutes were approved as read with one revision to be provided by Diane Berkland.

Draft Minutes can be found here: http://dev2.ohlone.edu/people2/joconnell/senate/

Mailroom changes (I) Rocha

Maria Rocha stated that in the past few months there have been 3 or 4 incidents of people coming into the mailroom and going through mailboxes and packages. In order to prevent this, the door will be locked and access only allowed with a code. Students will not have access any longer and will need to submit work through Blackboard or slide the work under the mailroom door. An email was sent out today stating that the code will start on Thursday, April 3.

Many of the senators had serious concerns about putting a lock on the door on such short notice.
Jeff O’Connell conceded that this is not technically a Faculty Senate issue, but it has ramifications for faculty. For example, adjunct instructors would not have had time to be notified of the new policy that starts tomorrow. They would come to campus and not be able to access their mailboxes. O’Connell stated that this issue has not been communicated well to the entire campus, and starting it on April 3 is too soon.

The consensus among the senators was that the change in the mailroom access was being done too quickly without input from faculty and that it would be a major hardship to instructors. Nicole Sandoval, for example, was concerned that adjunct faculty have not been notified of the change.

Several senators were concerned about how students would get work to teachers through the mailroom. If students put work under the locked door, who will insure that it gets to the appropriate mailbox? In some cases, custodians have thrown the work away, assuming it was trash.

Stagnaro was in agreement that use of a locked door was being pushed through too quickly and we needed to take more time for input and planning.

While the meeting was in progress, O’Connell received word that the change to a locked door on April 3 was not going to take place. It has been put off pending input and further planning.

**Institution Performance Standards (floors) (I/A) Bowman**

O’Connell stated that Mike Bowman cannot be here today, but he has already provided the senate with the information it needs. This has been discussed in previous meetings, and O’Connell asked if the senate was ready to approve the Institution Performance Standards. Consensus was that the form was okay. Diane Berkland moved to approve the standards document and Wayne Yuen seconded. The standards were approved unanimously.

**Outstanding Alum (A) All**

O’Connell announced that if we wanted to have an Outstanding Alum, we had to make the decision today. Terry Taskey mentioned one alum, Dan Murray, who had been highly recommended. The consensus among senators was that we were not ready to make an informed decision and would be
rushing the process. O’Connell stated the Senate should discuss this issue in the fall semester so that we would be ready to choose someone in the spring.

Before moving to the next agenda item, O’Connell suggested the faculty find some way to have more of a presence at the graduation ceremony. Currently, the only faculty speaker has been the person who introduces the outstanding alum. When there is no alum, there is no faculty speaker.

**Committees (I) All**

O’Connell stated that the issue of committee assignments and involvement seems to be winding down and that no more action seems to be needed now. The discussion of the topic has made a difference in faculty involvement, and O’Connell is in the process of making sure that all committee descriptions are accurate. Some descriptions will be changed and other committees have reported that their descriptions are accurate.

**Ohlone College Student Success Program Plan, (I) Takakuwa, Lieu, and Travenick**

Wayne Takakuwa reviewed the Student Success Act, noting that we are required to have specific support programs for students. For example, all students must have an Orientation and an Education Plan. We are currently trying to get all the programs in place; they all need to be ready by next year. Takakuwa also noted that the college has to submit a Student Success Plan that is approved by the Faculty Senate and the Board by October 17.

O’Connell reminded senators that this plan must go to the board on October 8. There will only be three meetings for Senate consideration, and both Senate and College Council must approve before the board action. This means that the Senate will need to make this one of its first priorities in the fall semester.

Takakuwa said he would send out the first draft soon so that consideration can begin.

**AP 5075 – Course Adds and Drops (I) Travenick**

Ron Travenick stated that we are legally required to have an academic policy related to course adds and drops. Education auditors will expect to see that we have this policy. He presented AP 5075 for senate consideration.
O’Connell stated there have been problems with faculty members adding students after the census date, and we need to find a way to reduce or eliminate these late adds. It is the responsibility of faculty to turn in all add cards. However, there are some exceptional circumstances when the student has been in a class from the beginning, and the AP needs to be revised to show that. O’Connell suggested we approve the revised AP via email or at the next meeting.

Other
Carrie Dameron raised the question of hiring additional faculty. O’Connell reminded the senators of Jim Wright’s plan to rebuild faculty at Ohlone. At the time of his plan, there were 108 faculty, and the highest faculty level was 152. We are now hiring again and O’Connell was hopeful we could continue to hire each year and get closer to the original totals. Stagnaro confirmed there is a college website for faculty hiring.

The issue of sabbaticals was raised. We need to catch up with the number of approved sabbaticals. Stagnaro stated that nine faculty members had applied for a sabbatical, and only three had been approved. Stagnaro stated that President Browning was committed to both more hiring and the granting of more sabbaticals.

Wayne Yuen reminded senators he had sent an email asking for input regarding campus security. He asked that senators let him know of any security concerns.

The next Faculty Senate meeting will be the adjunct appreciation event on Wednesday, April 16 in Room 7101.

The meeting adjourned at 4:40 pm.