Faculty Senate Executive Committee – Minutes
Friday Feb. 14, 2014 – Bld. 2-614 – 9:00am-10:45am

I. Call to Order: time 9:03am
Recorder: Sterling Foster
Absent: Charles Miller, Kaleo Gagne
Guests: Jim Poole, Marcia Roberts-Deutsch

II. Budget Requests – Campus Chair read each line item, allowing the presenters to speak for the request. Some items garnered questions and comments, others lacked a presenter. At the end of this review the FSEC voting members submitted their rankings of the items. These rankings were averaged together to be addressed as a new business item, the FSEC’s first round ranking. Presenters were excused, if they did not wish to stay for the FSEC meeting.

III. Adoption of the Agenda – include New Business item C: FSEC Assessment. No other changes to the agenda were addressed.

Motion – Sterling Foster moved to approve the agenda with the new item of business. John DeLay seconded. Motion passed, unanimously.

IV. Approval of the Minutes – Dec. 13, 2013 had minor changes. In the Chancellor’s report: Dir. was changed to VC., and five was changed to six, also three was changed to four. – Jan. 17, 2014 had a typo in the System Chair’s report that was changed.

Motion – Sterling Foster moved to approve both minutes with said changes. Noel Alarcon seconded. Motion passed unanimously.

V. FSEC Member Reports
1. Campus Chair – No Report, since the item will be addressed as business.

2. System Chair – ACCFSEC and the UHCC system committees have not met since the FSEC’s last meeting, so no report for those. The Academic Faculty Subgroup, on academic policy, is sending out a survey in March, for a week, only to gather feedback regarding UHCC grading and possible standardization among the CCs, common grading practices, using plus of minus grading, using the N grade, and an academic renewal GPA forgiveness program. Another issue the Subgroup addressed was requiring a C or better for Eng100 as a prereq. for any WI course, but the Subgroup’s decision was that each campus should address this individually.

3. Chancellor – Legislative update is that the faculty paybacks are being discussed in the legislature and it seems most are supportive of funding it. By removing that debt from the schools, next year’s budget will be in better shape. – The New science building is looking at bids and selecting a contractor. The architectural drawings are 90% complete. It will be a three story building and house mainly the sciences from building 5. There are discussions of how building 5 will then be
used, it may house student services and be renovated along with the cafeteria, if the grant money is available. – For accreditation, HCC was notified we were taken off warning status. But there are still some recommendations that new to be addressed over the next year (from the system’s recommendations). One of these is evaluations. The evaluations of faculty in the tenure and promotion process are structured and clearly stated in the collective bargaining unit. But post-tenure review is not consistent throughout the UHCCs. HCC has been good at reviewing every five years, but there are no written structures in place, besides the time frame. This will need to be addressed. Also the lecture evaluations are inconsistent in the UHCC as well as in HCC’s departments. There will need to be structures to fix this. There were evaluations for civil services and APTs put into place last year. They will now need to be performed, data collected, and reviewed to see if improvements need to be made to those structures. – HCC will have visits for the VCAA interviewees coming up next week and the following week. There will be a town hall for feedback and help in the hiring.

4. FSEC Representatives – No Reports


VI. Non-FSEC Member Reports “Public Forum” – No Reports.

VII. Unfinished Business – None

VIII. New Business

A. Budget Ranking – The averaging of the FSEC voting member’s ranks was completed. The committee was asked if they wanted to discuss the averages and possibly adjust them or if they just wanted to submit the averages to the budget subcommittee as the first round results. A few members preferred to submit the averages, while others had no comment. These first round rankings are due Feb. 28th. All the governance committees will submit their results and the rankings will be averaged together. The FSEC will see each committee’s results and adjust their own final ranking at the next meeting. The Campus chair was then tasked to submit the first round FSEC ranking, these averages, to the Budget subcommittee.

B. Committee Reorganization – It was presented that a new committee be created “Campus Council on Institutional Effectiveness (CCIE)” and it would adopt the Accreditation Oversight Committee (AOC) and the Assessment Committee (AC) as sub-committee task forces. The CCIE will be listed as an Administrative J3 Committee (J3 is joint 3-way, Admin, FSEC, SSEC). The current AOC and AC are under FSEC and SSEC and this transition to the CCIE and J3 designation will maintain that all parties are still equally involved. – The CCIE will create a better interface and cohesion with Administration and Faculty and Staff regarding the accreditation/assessment process for HCC. The set up would be more of a task oriented focus, instead of the current general goals. Each sub-committee task force would be directed by the CCIE and its supporting material, the Comprehensive Assessment Planning Calendar and the Assessment Annual
Chronology, to maintain HCC’s accreditation/assessment requirements over each year and the six-year plan for the ACCJC. The CCIE will allot tasks each year, council the tasks forces, respond and give updates to campus inquiries, and present the data/findings for each year. – Each task force will be given the power to create temporary ad hoc groups to help gather data from the several divisions, departments, organizations at HCC to expedite the accreditation/assessment objectives. – This presentation has been delivered to the AOC and AC with both of those committees voting in favor of this change. It has also been given to the SSEC.

There was discussion on the roles of each group, which there would be very little change from current procedure, except the new committee will help to manage year-to-year objectives. There was discussion on the need of this change, which was to keep HCC actively working on the accreditation/assessment requirements. A result would be less chaos the year before the reports are due. There was discussion of how to make this change formal, which is by vote of the FSEC, but there would need to be a charter(s) for CCIE and the proposed subcommittee task forces. These documents are in the works. – It was proposed that the FSEC representatives discuss this matter with their constituents and at the next meeting provide feedback and then vote to support/not support this proposed change. The Campus chair will email all faculty the new committee structure proposal, the calendar, and the chronology.

C. FSEC Assessment – as part of accreditation and assessment the FSEC needs to assess its actions/responsibilities. As Standard IV section A.1 states, “…materials and established guidelines…ensure consistent level of communications…solicit input…delineate resulting decisions… responses to decisions.” And section A.5 states, “…establish systematic processes and cycles for…assessment activities.” It was discussed that in the past there was a survey sent to the faculty as the committee assessment. It was suggested that the Campus chair reach out to prior chairs for a copy of the survey, and possibly the prior results. To address the other issues this item will be addressed again, with more solutions at the next meeting.

IX. Adjournment: time 10:50am