



FEDERATION OF  
HIGHER EDUCATION  
FACULTY AND  
PROFESSIONALS  
AFT-IFT / AFL-CIO



## Rough Draft

### **ECCFA Senate Meeting Wednesday, September 22, 2010 3:00 PM – 5:00 PM UBC 205**

<b>Call to Order (at 3:00 PM):</b>	Sarah Dye
<b>Recognition of Visitors &amp; Guests:</b>	Sarah Dye
	Closed Session: Dr. David A. Sam
<b>Secretary's Report:</b>	Lori Clark (September 8, 2010 Senate meeting minutes)
<b>Treasurer's Report:</b>	Linda Hefferin
<b>President's Report:</b>	Sarah Dye
<b>1<sup>st</sup> Vice President's Report:</b>	Luis Martinez
<b>2<sup>nd</sup> Vice President's Report:</b>	Susan Ford
<b>3<sup>rd</sup> Vice President's Report:</b>	David Lawrence

#### **Committee Reports** (written reports at end of agenda)

<b>Academic Computing:</b>	Dan Kocher & Mary Peterhans
<b>Academic Policy:</b>	Dawn Munson & Jennifer McClure
<b>Achieving the Dream:</b>	Linda Hefferin & Sarah Dye
<b>Alliance for College Readiness:</b>	Alison Douglas
<b>Amendments:</b>	Dan Kocher
<b>Assessment:</b>	Shawn Mikulay
<b>BOT Finance Committee:</b>	Linda Hefferin
<b>Communication Liaison</b>	Gary Christenson
<b>COPE:</b>	Ron Kowalczyk
<b>Curriculum:</b>	Maureen Lange
<b>Elections:</b>	Bill Demaree
<b>Faculty Development:</b>	Beth Santell
<b>FAVs:</b>	Dan Kernler
<b>GIST:</b>	David Burke
<b>Grievance:</b>	Howard Russo & Sue Ford
<b>Honors:</b>	Alice Biggers
<b>Humanities Center:</b>	David Burke
<b>Insurance</b>	Lyn Ducar & Vicki Walker
<b>Learning Communities</b>	Alison Douglas
<b>MAGIC:</b>	Kim Tarver & Clark Hallpike

<b>Membership:</b>	Connie Orbeta
<b>Negotiations:</b>	Luis Martinez
<b>Scholarship:</b>	Steve Trail
<b>Sentinel:</b>	Bill Demaree
<b>Sick Bank:</b>	Ellie Swanson
<b>Strategic Planning:</b>	Elizabeth McNulty & Phil Garber
<b>VP for TLSD Search:</b>	Roger Ramey
<b>Webmaster:</b>	Tammy Ray
<b>Other committees</b>	

## Special Orders

### *Approval of committee members (treat as Consent Agenda)*

1. **Paralegal Fulltime Faculty Position Search Committee** (Chair: Vince Pelletier): Cindy Hutman; Pietro Lorenzini; Roger Ramey; Clark Hallpike (MAGIC rep)
2. **UAF 1 Senator** (substitute for Sumitra Duggirala for FA 2010): Julie DeLong
3. **UAF 1 Senator:** Cassandra Watson
4. **Honors Committee** (replacement for a member who resigned) (Alice Biggers, Chair):

## Old Business

### IFT Convention

## New Business

### **FAVs: Senate pre-approval sought for events for the year:**

- **Northern Illinois Food Bank** – As we near the holidays, look for informational emails and flyers regarding donations collected to support this excellent local organization. Last year, we collected 896 pounds of food and \$1,085.
- **PB Jam** – For the last two years, ECCFA has joined with ECC students to create over 2,000 sandwiches to be delivered to local service agencies. This event is typically held in April.
- **Arbor Day** – We're tentatively planning on again volunteering to plant trees in the spring. The date and time have yet to be set, but it's typically on a Saturday morning in April or May.

## Division Issues

## Adjournment

# Written Reports for September 22, 2010

## Officers' Reports

### Secretary's Report:

**Lori Clark**

Minutes for September 8<sup>th</sup> meeting sent to Senators by separate email

### Treasurer's Report:

**Linda Hefferin**

See separate handout available at Senate meeting

### President's Report:

**Sarah Dye**

- Tenure Process Workshops which the ECCFA is contractually charged with holding for every FT faculty member serving on a 1<sup>st</sup> year, 2<sup>nd</sup> year, or 3<sup>rd</sup> year tenure committee, are continuing with currently six sessions scheduled and 33 faculty members out of the 64 eligible signed up for the sessions.
- If you need a COPE Redirection Form, please contact me ASAP. The notice to members will be published in the September/October 2010 issue of the IFT Insight magazine. The forms cannot be photocopied and are numbered. The ECCFA must mail them and have them postmarked by September 30, 2010. You may also stop by my office, SRC 317, and fill out the form there. Call me (ext 7538) before making a trip to check when I am in the office please.
- **Bulletin Board Committee:** Librarian Ellie Swanson has volunteered to be "bulletin board monitor" for this year. Thanks, Ellie!
- **ECCFA Office Computer:** Thank you to Dan Kocher for getting our office computer set up and ready to use.

### **Construction Updates (Paul Dawson):**

As promised, these will be spaced out more unless there is something of vital importance to convey. This week is the need for Registration and Records, the offices around SRC 164, SRC 165, SRC 166, And SRC 167, to be vacated on Saturday 9/18 and Sunday 9/19/10. The construction crews will be swinging structural steel for Founder's Courtyard over these areas during this time frame. OSHA (and common sense!) forbids areas to be occupied during times when swinging steel is overhead. Sorry for any inconvenience this causes. Student Life and the Jobe Lounge will be not affected by this closure. Check out the changes when you come in on Monday! The demolition in the old testing/tutoring area and IT area on first floor SRC Admin. Wing is progressing well. The new elevator shaft for SRC is also on schedule.

The new West Lot is progressing on schedule and still scheduled for completion in less than 3 weeks. I was asked to inform everyone to tell students that the North Lots have never been full and that going there first is your best option over hovering in the ICT area lots for a space to open up.

An item that I have never addressed is the morning backup on McLean Blvd and Route 20 (Lake Street). It really doesn't pertain to ECC, but it does to our students and staff. If any of you come this way from about 7:30 a.m. on, I don't need to tell you that there is up to a quarter mile backup in the right lane to exit to McLean. People are driving 55-60 and then it comes to a dead stop. This is fine for the people used to it, but occasionally somebody who doesn't travel that way has to screech to a stop or change lanes suddenly. Please inform your students that it is much safer and quicker to go to the Randall Road exit and to take Weld or South Street to campus off of Randall or go to College Green. This is shooting myself in the foot as this is how I go and there were 5 cars at the light on Randall in lieu of 300 on McLean this morning, but this is a serious situation that is a fatal accident waiting to happen. The City has on their books a revised exit to help alleviate this, but I think it is waiting on State or Federal funding, so we know what that probably means. Please help get out the word.

The rest of the projects are all making good progress and I will leave their updates to another time.

**1<sup>st</sup> Vice President's Report:**

**Luis Martinez**

**2<sup>nd</sup> Vice President's Report:**

**Susan Ford**  
No report

**3<sup>rd</sup> Vice President's Report:**

**David Lawrence**  
Sue and I are dealing with one discipline issue.  
The three ECCFA VPs now have meetings set up with the VP of Teaching, Learning and Student Development ongoing to discuss current and possible future ECCFA issues.  
I'm seeing many more UAFs participating in college functions and committees. We need to encourage all UAFs to become involved with the college outside of class.  
I sent out a reminder to all UA1s to send their syllabi and office hour schedules to their deans and post their office hours on their office doors.

## **Committee Reports**

**Academic Policy:**

**Dawn Munson & Jennifer McClure**

APC met on Monday, August 30<sup>th</sup> for the first meeting of this academic year. Discussion was had about the even/odd cycle needed to review administrative procedures. The following procedures were on the agenda:

**Academic Residency (NEW) X.XXX**

\*career programs to require a minimum of 6 credit hours of discipline related courses at ECC to graduate with a degree from our school  
\*Recommended out of APC to Deans meeting on September 29, 2010

**Minimum Competencies for Online Learning (NEW)**

\*should we have some type of minimum competencies required for students to take online classes

\*discussion involved: programs available to assess skills, students not accessing student email accounts, online orientation, follow up with assessment committee (working on tool?)

### **Student Attendance Policy (NEW)**

\*Discussion: financial aid needs to know who is physically here, over 60 start dates in one term, this may evolve into looking at start dates of terms before attendance, how do we track distance learning classes in regards to seat time as there are online courses that run more like telecourses

### **Academic Integrity (4.407)**

\*working with IT

The next meeting of APC will be Monday, September 27<sup>th</sup> at 3:00 PM in ICT 201.

### **Academic Technology:**

**Dan Kocher & Mary Peterhans**

No report. Meeting cancelled.

### **Achieving the Dream:**

**Linda Hefferin & Sarah Dye**

Please continue to encourage your colleagues to become AtD champions! Send an email to Sarah Dye ([sdye@elgin.edu](mailto:sdye@elgin.edu)) with the Subject line: "I Want to be an AtD Champion" to be added to our growing list. The **AtD Champions** list currently includes Candy Moore, Sharon Konny, Stephanie Bonvallet, John Brzegowy, Kathy Stover, Wendy Miller, Sumitra Duggirala, Margaret Parker, John Coffin, Sharon Colby, Jim Resser, Kim Hinrichs, Annabelle Rhoades, Dan VanTassel, Peggy Gundrum, Sandi Brown, Susan Timm, Celia Ramos, Susan Scott, Marilyn Prentice, Julie Hartley, Phil Howard, Elaine Reid, Jacque Sweetman, Bev Felder, Lynn Ducar, Bruce Austin, Jorge Phillips, Catherine Moushon, Rose DiGerlando, Joyce Fountain, Clark Hallpike, Dawn Munson, Shawn Mikulay, Tammy Few, Kathleen Callahan, Stephanie Franco, Heidi Brelsford, Debra Tewolde, Micaela Banks, Daysi Diaz-Strong, Erica Romano, Frank Hernandez, Deborah Wollenberg, Irina DelGenio, Julie Schaid, Michael Shepherd, Jennifer McClure, Kristin Richmond, Amybeth Maurer, Peggy Heinrich, Irene Birkholz-Benter, Tony Spahr, Susan Van Weelden, Jeffrey Arena, Lauren Nehlsen, Tammy Few, Holly Lawyer, Michael Shepherd, Heather Larkin, Vany Wells, Crystal Kerwin, Mary Peterhans, Elena Gardea, Beth Santell, Patti Jachowicz, Kathy Meisinger, Marcia Luptak, Chalyce Deterding, Arturo Vasquez, Ron Kowalczyk, Roger Ramey, Cindy Hutman.

The AtD initiative is now live on the ECC website as well as the new eNet. Please navigate to <http://elgin.edu/faculty.aspx?id=10364>. For more information about AtD, please take a look at the AtD website, <http://www.achievingthedream.org/user/registerbasic.aspx>, for some parts of which you will need our institutional access code. Contact Linda Hefferin, Sarah Dye, Mary Perkins, or Phil Garber for the code.

### **Alliance for College Readiness: Alison Douglas**

On Wednesday, September 15, 2010, the Alliance for College Readiness hosted approximately 30 principals, assistant principals, and superintendents from District 509 high schools, middle schools, and one elementary school for “**Collaborating to Achieve College and Career Readiness for All Community College District 509 Students.**” Representatives from all four school districts discussed effective “college readiness” practices with colleagues outside of and within their school districts in addition to hearing updates on the Alliance’s work at the high school and college levels. Through the communication started at this meeting, the Alliances hope to move our college readiness efforts into area middle schools and to provide networking opportunities between high schools and middle school throughout District 509.

**Amendments:**

**Dan Kocher**

**Assessment Committee:**

**Shawn Mikulay**

No report

**BOT Finance Committee:**

**Linda Hefferin**

No report

**Communication Liaison:**

**Gary Christenson**

I'm preparing a blog that can be used to update our membership during negotiations. I'm working with Tammy Ray to link the blog to the ECCFA Web site. I should have something ready to go in about two weeks.

**COPE:**

**Ron Kowalczyk**

Please remember to register to vote no later than October 5, 2010. Make sure your voice is heard this November!

**Curriculum:**

**Maureen Lange**

The following Programs/Courses received 2<sup>nd</sup> reading and were recommended for approval to the Vice President:

GRD 101 2 D-Visual Basics for Design – Prerequisite; Outline

GRD 107 Introduction to Digital Design – Prerequisite; Outline; Outcomes

GRD 221 Website Design – Prerequisite, Proficiency; Outlines; Outcomes

GRD 230 Introduction to Multimedia Design – Prerequisite; Outlines; Outcomes

CUL 208 Food Production IV – Contact Hours, Outline and Outcomes Change

EMS, BVS – Curriculum Change

Fire Science & Safety, VS – Curriculum Change

MTH 114 Trigonometry – Prerequisite, Outline and Outcomes Changes

MTH 120 Statistics I – Outline and Outcome Changes

MTH 125 Finite Math for Business & Management – Outcome Changes

PSY 217 Industrial/Organizational Psychology – Course Withdrawal

The following course received 2<sup>nd</sup> reading and was not recommended because there were questions regarding the pre-requisite. It possibly may need to be sent for articulation again:

BIO 108 Biology for Contemporary Society – New Course

The following proposed new curricula and courses received 1<sup>st</sup> reading:

Energy Management-Renewable Energy Option, AAS – New Curriculum  
Renewable Energy, BVS – New Curriculum  
ECS 111 Introduction to Photovoltaic Systems – New Course  
ECS 112 Survey of Renewable Energy Systems – New Course  
ECS 113 Energy Auditing – New Course

The following Programs/courses tabled for 1<sup>st</sup> reading because a representative was at meeting to explain proposals:

ABE 076 Reading and Writing I – Prerequisite Change  
ABE 079 Beginning Basic Mathematics – Prerequisite Change  
ABE 080 Reading and Writing I – Prerequisite Change  
ABE 085 Writing II – Prerequisite Change  
ABE 086 Basic Mathematics I – Prerequisite Change  
ABE 087 Basic Mathematics II – Prerequisite Change  
ASE 050 Intro to Healthcare Professions – Prerequisite Change  
ASE 092 Writing II – Prerequisite Change  
ASE 094 Constitution Review – Prerequisite Change  
ASE 097 Spanish GED – Prerequisite Change  
ASE 098 Introduction to GED – Prerequisite Change  
ABE 081 Basic Reading II – Prerequisite and Description Changes  
ABE 083 Basic Computer Skills – Prerequisite and Description Changes

Other discussion:

Updating Policies of the Curriculum Committee

Copies of the Curriculum Committee Policies were distributed. These included an initial draft of changes related to title changes, division changes, and other potential areas needing revision. The committee members will review these and make suggestions for any other needed changes which will be discussed at the next meeting. When these activities are completed the document will be sent to the senate for approval.

**Elections:**

**Bill Demaree**

No report

**Faculty Development:**

**Beth Santell**

**FAVs**

**Dan Kernler**

I hope to recruit individuals for the NeighborWorks project, pending Senate approval via email. For this event, we'll be volunteering to help clean up a local neighborhood near the Garfield Elementary School (420 May St. in Elgin). According to a recent article in the Courier, "volunteers will gather before 8 a.m. at Garfield Elementary for coffee and donuts before heading out to tasks on more than a dozen homes on the southeast side. Work will include taking out eight chain-link fences [...] Then everyone is invited back to Garfield for the free food."

The event is sponsored through NeighborWorks, which is nonprofit program that Elgin has been participating with for the last 8 years. This is not a designated FAVs event, as we'll be joined by area residents and hopefully ECC students. (All the student clubs were given this information and invited to attend as well.)

I also hope to send out an email to all ECCFA members regarding our plans for the year, including some of our traditional events: the food drive for the Northern Illinois Food Bank, the spring PB Jam event here at ECC,

and a tree-planting event on Arbor Day. I also plan to start a new initiative to collect a list of events or causes that are near and dear to our member's hearts, and then distribute that list via the Sentinel for anyone looking for good causes to support.

I'm asking for the Senate to also approve the three future events, so I can include them in an email this fall.

**GIST**

**David Burke**

**Grievance:**

**Howard Russo & Sue Ford**

No report

**Honors:**

**Alice Biggers**

**Humanities Center:**

**David Burke**

**Insurance**

**Lynn Ducar & Vicki Walker**

**Learning Communities (Steering) Alison Douglas**

Twelve instructors from the 7 learning communities running this Fall met on Thursday, September 16 for a **Learning Communities Instructors' Round Table**. All seven learning communities were represented by at least one instructor who shared with the assembled group the challenges and successes that they have experienced this semester in their learning communities. Several instructors noted improved class attendance or engagement over non-learning community sections, and others commented on the effective connections they have found between the courses which they had integrated through the learning community. Instructors also shared challenges including the need to find time to collaborate with their learning community partner instructor. Several instructors reflected that their first semester teaching a learning community is as much of a learning experience for them as for their students.

**MAGIC:**

**Kim Tarver & Clark Hallpike**

**Membership:**

**Connie Orbeta**

**Members and nonmembers as of August 25, 2010**

***Unit Adjuncts I***

Members 46

Nonmembers 92

***Unit Adjuncts II***

Members 134

Nonmembers 45

***Full Time***

Members 142

Nonmembers 2



<b>Negotiations:</b>	<b>Luis Martinez.</b>
<b>Scholarship:</b>	<b>Steve Trail</b>
<b>Sentinel:</b>	<b>Bill Demaree</b> The next submission deadline is Monday, 4 October. The next <i>Sentinel</i> will be published Thursday, 7 October.
<b>Sick Bank:</b>	<b>Ellie Swanson</b> No Report
<b>Strategic Planning Committee:</b>	<b>Elizabeth McNulty &amp; Phil Garber</b>
<b>VP for TLSD Search:</b>	<b>Roger Ramey</b> No report
<b>Webmaster:</b>	<b>Tammy Ray</b> Information regarding the ECC Board of Trustee upcoming elections has been added to the COPE page of the Web site. I'm currently working with Armando Trejo to set up ECCFA email boxes, and with Communication Liaison, Gary Christenson, to set up a blog intended to communicate negotiation updates.

**Attachments to the electronic copy of Senate agenda or handouts available at the Senate meeting on Wednesday:**

1. **Treasurer's Report** (Linda Hefferin)