



FEDERATION OF
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Rough Draft

**ECCFA Senate Meeting
Wednesday, October 6, 2010
3:00 PM – 5:00 PM
UBC 119**

Call to Order (at 3:00 PM): Sarah Dye
Recognition of Visitors & Guests: Sarah Dye

Secretary's Report: Lori Clark
(September 22, 2010 Senate meeting minutes)

Treasurer's Report: Linda Hefferin

President's Report: Sarah Dye

1st Vice President's Report: Luis Martinez

2nd Vice President's Report: Susan Ford

3rd Vice President's Report: David Lawrence

Committee Reports (written reports at end of agenda)

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

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

Special Orders

Approval of committee members (treat as Consent Agenda) pending

1. **Student Affairs Committee** (Chair: Carol Cowles): (replacement for one faculty member)
Joyce Fountain
2. **TRIO Student Support Services – ESL Assistant Director Search** (Chair: Bruce Austin):
Sharon Baker (MAGIC rep)
3. **Sustainability Committee** (Chair: Jeff Boyd): Mark Bosanac; Chris Sikora; Andy Erbach; Jill Russell

Sick Leave Bank Committee (replacement for retired faculty member) (Chair: Ellie Swanson):
pending

Honors Committee (replacement for a member who resigned) (Chair: Alice Biggers): pending

Old Business

New Business

Change in Sick Bank Guidelines: Susan Ford (for Ellie Swanson, Chair)

It is recommended from the Sick Bank Committee for a change in the Sick Bank Guidelines in accordance with 5.8.4 Sick Leave. We need Senate approval to make the change. The committee is recommending a change in the minimum number of days for a Sick Bank request. It is currently 5, and we would like to change it to 2. Rationale: 2 days may be a full week's work for many part time employees of the college.

Survey Development Process: Dan Kocher

Division Issues

Adjournment

Written Reports for September 22, 2010

Officers' Reports

Secretary's Report:

Lori Clark

Minutes for September 22nd meeting sent to Senators by separate email

Treasurer's Report:

Linda Hefferin

See separate handout available at Senate meeting

President's Report:

Sarah Dye

- Six sessions of the Tenure Process Workshops which the ECCFA is contractually charged with holding for every FT faculty member serving on a 1st year, 2nd year, or 3rd year tenure committee, have been completed and 51 faculty members out of the 64 eligible have attended the sessions to date. One final session will be held on **Tuesday, October 19, 2010, from 1:00 – 1:30 PM** in the ECCFA Office, MSC 100A. Please contact me ASAP if you would like to attend. I'll submit the list of attendees to the administration on October 20th as requested. I especially appreciate the turn-out for the sessions and the sharing of ideas about how to make tenure committees work effectively.
- The chairs of the four ECCFA Standing Committees (Dawn Munson, Shawn Mikulay, Maureen Lange, Beth Santell) met with me last week to begin the process of standardizing the bylaws and/or working rules of their committees and also updating the information for each of the committees on the eNet. Because of the importance of these committees to the work of faculty, we are trying to make the information as accessible as possible. Each of them regularly submits reports for the Senate agendas but much more detail is available to you through their eNet presence. Thank you to all four of them for the work they do and their leadership.
- The **Honors Committee** still needs an additional faculty member to serve this year. There are currently several members from CABS so Chair Alice Biggers is hoping someone from another division would volunteer. Contact me if you wish to be appointed and I'll put your name before the Senate for approval. Please remember that serving on this committee will help with faculty members' committee responsibilities.
- Dr. Sam held his annual September luncheon for college retirees last week. There were about 50 people who attended. You may have seen some retired colleagues visiting your work areas after the luncheon was over.
- Each faculty member is represented by one sitting senator. The three Vice-Presidents have now distributed the constituent lists to each of the senators. You can contact the VP for your unit, FT, UAF2, or UAF1, to find out who represents you and from whom you will be getting ECCFA information and updates periodically.

- Thank you to the faculty members who have been bringing the delicious food for the Negotiating Team each week. That initiative is being co-chaired by Librarian Armando Trejo (atrejo@elgin.edu) and English instructor Mary Elfring (melfring@elgin.edu). Contact one or both of them if you wish to become involved.

1st Vice President's Report:

Luis Martinez

Monthly meetings with the Vice-President of Teaching, Learning and Student Development have reassumed (more details from Sue).

2nd Vice President's Report:

Susan Ford

Adjunct office space

I have spent a great deal of the last month in touch regularly with Marcy Thompson, and progress on appropriate furnishings and equipment has been addressed and resolved in both SRC 175 and ATC 239. SRC 175 as of this week has oblong tables left from Upper SRC instead of the "bistro" tables.

A copier will be installed near O&M—Merri Williams said it's due any day. The computers missing from upper SRC have been found and will be installed a.s.a.p.

ATC has received supplies for the supply cabinets. Dr. Pelletier's office is monitoring need and inventory. Mary Hatch's office provided a small order of supplies for SRC 175. I need to check with the deans to learn who is going to complete the order for supplies requested.

A sign has been placed at the corner of the hall to help student find the SRC 175 adjunct office.

I want to publicly thank Marcy Thompson and Rose DiGerlando for their help and concern about the UAFs in those 2 offices. They did in weeks what others couldn't do for us in months. Kudos to the VP's office!

Cal Byrd handled an invasion by an unwanted little visitor in SRC 175.

Membership—Connie and I met, and our membership lists are in sync. (Inactive UAFs do count on the unit membership rolls.) There are still quite a few folks who have yet to join the union. I will again send the UA2 senators the list of those we need to get signed up.

VPs' Meeting

Dave and I attended our first VP meeting with Rose. We discussed the probable effects of the proposed schedule changes—uniform start times—and the concerns of the faculty in the departments with other than 3-hour classes and dedicated classrooms/labs. We gave her a copy of the email from Connie Orbeta (with her permission). She will bring our concerns to the Deans' Meeting.

We also discussed the additional load going to UAFs because of our enrollment "bubble." She will continue to approve the extra hours but will not, under any circumstance, approve more than 12 hours. She would like the coordinators to attempt hiring new faculty before offering extra

classes to adjuncts. (I am not sure that exactly fits with the language of our Additional Load Agreement, but....)

We also discussed the new law coming in the future requiring employers to provide benefits for anyone working 75% or more of full time hours.

Questions/ problems

- UA2 qualifications
- 15% Stipend for online courses—2 have been refused the pay—one is resolved
- Load assignments—from UAFs and Coordinators
- Independent study vs full class—pay and number of students—very inconsistently applied across campus.
- Faculty Development—thankfully, I forward to Marcia Luptak and she handles them
- Office hours for online classes
- Office hour requirements
- Committee participation pay—delayed
- Sick Days accumulation
- Sick Bank availability
- Lane placement/recognition of additional degrees
- Library Staff concerns
- Extra evaluation by dean in a second department/division
- Student grade appeal

New Admin concern about additional hours.

Apparently the admin is now concerned about an upcoming change in the law regarding insurance coverage for part time employees. I believe the change doesn't come into effect until 2014. It would require employers to provide some benefits for part-timers working 75% of full time hours. Therefore, according to Rose, they will still approve extra load for unit adjuncts but are encouraging new hiring.

While 12 hours is 75% of 15 hours, if office hours—also mandatory work time--are taken into consideration, 17 hours of class and office time falls short of 75% of 25 hours.

The problem with significant numbers of new adjuncts is that they will be unit members fairly quickly and be contractually entitled to maximum load before full time faculty get overload assignments beyond 1 class. Is it in the ECCFA's best interest to increase the number of UA1s possibly needlessly?

3rd Vice President's Report:

David Lawrence

I met with the three UA1 reps and we have divided up the UA1s amongst the four of us. This will allow us to better serve our constituents. This is the first time the UA1s have been assigned to their ECCFA reps in at least two years. We could still use one more UA1 rep.

Sue and I met with the VP of Teaching, Learning and Student Development. We will be getting together with Luis periodically to discuss and possibly head-off problems before they become serious.

I worked with Sarah to review and get comments on a COL 101 assessment questionnaire that will be used to survey students in COL 101 classes. We made several suggestions to Amybeth Maurer which she used to modify the questionnaire. Thank you to all senators who responded with some very helpful suggestions.

Committee Reports

Academic Policy:

Dawn Munson & Jennifer McClure

APC met on Monday, September 27th from 3:00-4:30pm. The following items were discussed:

<u>Procedure</u>	<u>Status</u>
Academic Residency (NEW)	To DADD's meeting on October 6 th
Academic Forgiveness (NEW)	Subcommittee still meeting
Course Retake (NEW DEFINITION)	Feedback from cabinet was discussed
Repeatable Courses (NEW)	Feedback from cabinet was discussed
Minimum Competencies for Online Learning (NEW)	Subcommittee still meeting
Student Attendance (NEW)	Subcommittee still meeting
Student Credit for Learning Experiences other than Formal Instruction (1.101)	Feedback from DADD's was discussed
Standards of Academic Progress (SOAP)	Subcommittee still meeting
Student Grades (1.103)	Further review needed-tabled
Minimum Competencies (1.104)	Subcommittee still meeting
Course Auditing (1.201)	Still reviewing
Appeal of Final Grade (4.403)	Still reviewing
Extra-and Co-curricular Mandatory Attendance Policy (4.405)	Still reviewing
Academic Integrity (4.407)	Still reviewing
Withdrawal Policy Students Called to Active Duty (4.501)	Subcommittee still meeting
Student Waitlist Registration Procedure (4.502)	Recommended out to DADD's

Academic Technology:

Dan Kocher & Mary Peterhans

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) 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 Thursday, September 20, the Alliance for College Readiness held its 5th Annual Fall meeting. Over 115 attendees represented 12 public high schools in District 509 and eight Illinois community colleges. The featured speaker, State Superintendent of Education Dr. Christopher Koch, spoke about the implementation of the National Core Standards and the challenges and opportunities those standards pose for all educators in Illinois. Joining Dr. Koch and commenting on the impact of the National Core Standards on higher education and community college specifically, Brian Durham from ICCB referenced plans to develop and implement common developmental education placement scores in order to create a statewide P-20 system. Both speakers praised the Alliance for College readiness as a model of collaboration and partnership between secondary and post-secondary educators.

Amendments:

Dan Kocher

Assessment Committee:

Shawn Mikulay

The committee began discussing possible revisions to the critical thinking, information literacy, and technology literacy outcomes. Phil Garber presented on AtD activities to help us define our activities in relation to the global awareness outcome to help prevent duplication of efforts.

BOT Finance Committee:

Linda Hefferin

No report

Communication Liaison:

Gary Christenson

COPE:

Ron Kowalczyk and Howard Russo

The Elgin Trade Council is having a candidate form on **October 11, 2010**. This will take place at the Labor Temple at Big Timber and Randall Roads.

The following candidates have confirmed and will be attending the meeting: Senator Bill Foster; Representative Keith Farnham; candidate Jennifer Barconci; candidate Leslie Juby. There might be more people on the agenda. The first candidate will start at 5:30 pm. Candidates are slated for 20 minutes to talk about their races and how things look.

We really need to pack the room so I ask all delegates to bring a couple of their members along and for those who don't attend that often please make a special appearance for the candidates to show them labor is in the house!!!

The following is a proposal for the politicians coming to the ETC meeting 10-11-10; if there are any questions or ideas or comments, please advise soon. Each candidate will only have 20 minutes.

1. Status of campaign- signage, phone banking etc.
2. Any legislation new or pending
3. Polling report
4. General statement on how the election for your race looks
5. Questions by the delegates.

Curriculum: Maureen Lange

The following course was scheduled for second reading but was tabled because there were questions and initiator was unable to be present:

PSY 221 Forensic Psychology – New Course

Second reading occurred for the following proposals and were recommended by the committee:

- A. Energy Management-Renewable Energy Option, AAS – New Curriculum
- B. Renewable Energy, BVS – New Curriculum
- C. ECS 111 Introduction to Photovoltaic Systems – New Course
- D. ECS 112 Survey of Renewable Energy Systems – New Course
- E. ECS 113 Energy Auditing – New Course
- F. BIO 108 Biology for Contemporary Society – New Course (5-7-10)

First reading occurred for the following proposals:

- G. ABE 076 Reading and Writing I – Prerequisite Change
- H. ABE 079 Beginning Basic Mathematics – Prerequisite Change
- I. ABE 080 Reading and Writing I – Prerequisite Change
- J. ABE 081 Basic Reading II – Prerequisite Change
- K. ABE 083 Basic Computer Skills – Prerequisite Change
- L. ABE 085 Writing II – Prerequisite Change
- M. ABE 086 Basic Mathematics I – Prerequisite Change
- N. ABE 087 Basic Mathematics II – Prerequisite Change
- O. ASE 050 Intro to Healthcare Professions – Prerequisite Change
- P. ASE 092 Writing II – Prerequisite Change
- Q. ASE 094 Constitution Review – Prerequisite Change
- R. ASE 097 Spanish GED – Prerequisite Change
- S. ASE 098 Introduction to GED – Prerequisite Change
- T. ASE 099 GED Program – Prerequisite Change

- U. ESL 050 Intro to Healthcare Professions – Prerequisite Change
- V. ESL 051 Intro to Healthcare Professions – Prerequisite Change
- W. CUL 100 Culinary Techniques – Prerequisite Change
- X. CUL 106 Applied Food Service Sanitation – Prerequisite Change
- Y. HOS 101 Intro to the Hospitality Industry – Prerequisite and Textbook Changes
- Z. Computer Aided Design, AAS – Curriculum Change
- AA. CAD/Drafting, BVS – Curriculum Change
- BB. SolidWorks, BVS – Curriculum Change
- CC. ENG 101 English Composition I – Outcomes Change
- DD. ENG 102 English Composition II – Outcomes Change
- EE. MTH 097 Plane Geometry – Description, Outline and Outcomes Changes

Program review of transfer programs will be completed by the Curriculum Committee. M. Lange, T. Malone, and N. Scherger will attend a program review preparation meeting to be held this week. Judy Mavros will also attend one of these meetings and assist the committee with the process.

The process of updating the Policies of the Curriculum Committee continued.

Elections: **Bill Demaree**
No Report

Faculty Development: **Beth Santell**
No report

FAVs **Dan Kernler**

GIST **David Burke**
Under the Title VI grant for Asian Languages and Area Studies, eighteen faculty members were invited to infuse certain of their courses with content related to China. Of these eighteen, nine submitted proposals. I am happy to report that all nine who submitted proposals will be funded with an \$850 personal stipend to infuse the requested courses. Additionally, these nine faculty members were considered for a study trip to China next year at the end of May, early June. Two of the faculty members decided not to apply for the study trip. Of the seven that applied, five were granted funding under the Title VI grant which had allotted money for five only. For the two remaining faculty members, who qualified as alternates, additional sources of funding from ECC are being sought. We hope to be able to fund all seven.

The selected faculty are as follows:

<u>Course Infusions:</u>		<u>China Study Trip</u>
Joyce Fountain	SOC 209; SOC 100	Selected
Clark Hallpike	MKT 103	Alternate
Marc Healy	ATR 220	Selected
Linda Hefferin	BUS 162	Selected
Les McTighe	HUM 204	Selected
Pat O'Brien	SOC 220	N/A
Parul Raval	EDN/INS 201	Selected
Leticia Starkov	ECN 111	N/A
David Zacker	HUM 216	Alternate

Grievance:	Howard Russo & Sue Ford We are still compiling information pertaining to Class Size and RIF documents.
Honors:	Alice Biggers
Humanities Center:	David Burke No Report
Insurance	Lynn Ducar & Vicki Walker The October 8, 2010, meeting has been cancelled.
Learning Communities (Steering)	Alison Douglas No Report
MAGIC:	Kim Tarver & Clark Hallpike
Membership:	Connie Orbeta Fall Semester 2010 – as of 09/28/10 <u>Full time faculty</u> 140 Members (4 non-members) 144 eligible <u>UA1s</u> 44 Members (132 non-members) 176 eligible plus 10 INAs <u>UA2s</u> 133 Members (51 non-members) 184 eligible plus 5 INAs Total signed members 317 Total 504 Faculty plus 15 INAs
Negotiations:	Luis Martinez. First official negotiation meeting with administration to take place Wednesday, 10/13. The work continues.
Scholarship:	Bev Augustine
Sentinel:	Bill Demaree Deadline for submission is Monday, 4 October 2010. The next issue will be published on Thursday, 7 October 2010.
Sick Bank:	Ellie Swanson Forty full-time faculty have donated a total of 60 sick days for the 2010-2011 school year. Thank you to all of you for your support of your Sick Leave Bank.
Strategic Planning Committee:	Elizabeth McNulty & Phil Garber Committee on hiatus

VP for TLSD Search:

Roger Ramey
Committee disbanded

Webmaster:

Tammy Ray

The following have been added to the Web site: AFT *Making a Difference Every Day* video, and Chronicle of Higher Ed article *The Dream Act Is Dead, at Least for Now* article.

Email accounts have been set up at eccfaculty.org for: President, firstvicepresident, secondvicepresident, thirdvicepresident, secretary, treasurer, COPE, and grievance.

Email Boxes:

- president@eccfaculty.org
- firstvicepresident@eccfaculty.org
- secondvicepresident@eccfaculty.org
- thirdvicepresident@eccfaculty.org
- secretary@eccfaculty.org
- treasurer@eccfaculty.org
- COPE@eccfaculty.org
- grievance@eccfaculty.org

And, I am continuing to work with Communication Liaison, Gary Christenson, to develop an ECCFA 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)