

Wednesday, March 13, 2013

SENATE MEETING MINUTES
3:00 PM – 5:00 PM, Room C-120

Call to Order at 3:05 PM - Luis Martinez, ECCFA President

ROLL CALL

PRESENT

RICK BONNOM, MICHELE BRYNELSEN, JESSICA CARPENTER, LORI CLARK, CINDY HUTMAN, DAN KOCHER, DAVE LAWRENCE, MARCIA LUPTAK, LUIS MARTINEZ, LORETTA MCCALLISTER, GARY NORDEN, PATRICIA O'BRIEN, MARY O'SULLIVAN, CHAD PEARION, JOEL PECK, MIROSLAV REZAC, JOYCE ROSS, JULIE ROTH, HOWARD RUSSO, KIMBERLY TARVER, ARMANDO TREJO, CASSANDRA WATSON, (TAMMY RAY, WEB MASTER)

Absent

Linda Hefferin, David Reich, Cathy Tomasik

RECOGNITION OF VISITORS & GUESTS

Sue Ford, UA2 English Faculty/Grievance Committee

Jessica Wedemeyer, UA1 English Faculty

Mary Perkins, Director Student & Academic Effectiveness

Marcy Thompson, Assistant VP Teaching, Learning & Student Development

Kristin Richmond, Manager of Human Resources Information Systems

Janelle Crowley, Chief Human Resources Officer

Discussion Topic- Course Coding

Janelle Crowley, Kristin Richmond, Marcy Thompson and Mary Perkins discussed the course coding issue. Howard Russo explained there was a question about independent study coding and possible misuse of independent study codes. Independent study is a method of instruction. There is an issue regarding and data clean up. They are not discussing compensation, just clarifying and cleaning up the coding. Regarding coding for Field Experience, it should be an "E", not an "I" and that is being cleaned up. For example, music lessons are submitted to the state as "E" but we code it as an "I". The definition of an "I" is in the catalog. Music lessons have regular meetings with instructors. Human services, culinary and paralegal- there are a very small number of courses impacted by this cleaning up of data. This coding has nothing to do with compensation. It is only identifying the method of instruction. Funding from the state is based on the course, not the instructional method. The presenters were thanked for their time.

There was a motion to modify the agenda (Dan Kocher, Pat O'Brien seconded) and motion passed. A motion was made to nominate Jessica Wedemeyer to serve as UA1 Senator by Pat O'Brien. Cassandra Watson seconded the motion. The motion passed. Welcome to Jessica!

REPORTS – Written Reports submitted are included at the end of the agenda.

SECRETARY'S REPORT: KIM TARVER

APPROVAL OF MINUTES- Cassandra Watson moved to approve the minutes and Marcia Luptak seconded the motion. The motion passed. Jessica Carpenter & Jessica Wedemeyer abstained.

TREASURER'S REPORT: LINDA HEFFERIN

The report was accepted.

PRESIDENT'S REPORT: LUIS MARTINEZ

- 1) The Career Tech Pilot Program was put on hold per Rose DiGerlando.
- 2) AFT Higher Education Conference- Howard Russo, Julie Roth, Luis Martinez, Linda Hefferin, and Gary Norden attended. Very relevant topics, particularly relating to the Affordable Care Act (ACA) and UA faculty. Health insurance related information on campus is primarily from one source. The AFT offers another perspective. Luis would like us to explore bringing a speaker to address the topic. MOOCs are the new trend in higher education and bring up many concerns. AFT also offers resources for negotiation on the website.
- 3) Joyce Ross & Susan Timm served on the Orrin Hatch award committee. Thank you to both Joyce and Susan for their service.
- 4) Howard Russo, Cindy Hutman & Luis Martinez attended the legislative breakfast. State legislators presented information. Keith Farnhum was very open to discussion. We should consider inviting him and Senator Noland to address the senate.

1ST VICE PRESIDENT'S REPORT: HOWARD RUSSO

- 1) Howard discussed the need to remain diligent and alert to legislative actions and cited a recent bond going toward a golf course without a referendum. The bond was floated on January 4th in Kane County. LeaderNet.aft.org is a very informative source for matters such as this.
- 2) A workshop on communicating our agenda with the community focused on the media's projection of faculty and faculty issues. It sounds like a "spokesperson" needs to represent all perspectives, particularly adjunct. Editors want to speak with faculty about issues including MOOCs. MOOC issues may impact general education faculty. Texas has taken a lead on MOOCs and it is a Right to Work state.

2ND VICE PRESIDENT'S REPORT: MARCIA LUPTAK

Refer to written report in the agenda.

3RD VICE PRESIDENT'S REPORT: CASSANDRA WATSON

Cassandra asked a question about possible change to the constitution regarding UA1 Senate terms as the 2-year term seems problematic. She is working on recruiting another senator.

COMMITTEE REPORTS - (refer to reports submitted included on the agenda)

Membership-

Marcia Luptak discussed cleaning up the membership list and contacting people to re-sign as needed.

Elections-

Javier Coronado-Aliegro has volunteered to serve on SSI. Miroslav Rezac moved to approve and Pat O'Brien seconded the motion. The motion passed. Thank you to Javier for agreeing to serve.

COPE: Joyce Fountain

Howard Russo moved to adjourn to COPE, Cindy Hutman seconded. The motion passed.

Joyce Fountain addressed the body:

- **Candidate Forum will be held next Wednesday, March 20 from 1:00-3:00 p.m., Building G, Spartan Auditorium.** It is sponsored by ECCFA, SSECCA and Student Government.
- Cindy Hutman moved to support Elias Palacios, Rise Jones, and Nadia Daley. Pat O'Brien seconded the motion. Discussion related to electability and strategies to support the candidates occurred. Howard Russo made a motion to amend the motion to consider each of the candidates separately versus supporting a slate. Marcia Luptak seconded the amendment to the motion. The motion passed. Are the folks electable? Discussion about how to go about supporting the candidacies. We need to ask people to support these candidates. Howard would like to amend the motion to have 3 votes versus supporting a slate. Marcia Luptak seconded. The motion passed. The question was called to support Elias Palacios; the motion passed. The question was called to support Rise Jones; the motion passed. The question was called to support Nadia Daley; the motion passed.
- Howard Russo would like to remind folks to update their personal contact information in the event electronic voting is needed to approve funding or other matters. After clarifying with other groups such as IFT, ECCP3, Trades Council, etc., an information release will be shared.

Move to adjourn from COPE by Pat Obrien, second by Howard Russo. Adjourn from COPE.

OLD BUSINESS

- 160 people responded to the new ECCFA logo and tagline "educating for the future". Tammy shared the results. A motion was made to adopt the image and tagline by Cassandra Watson and it was second by Armando Trejo. Thanks to the Spartan Design Club! A motion was made that the ECCFA make a contribution of \$200 to graphic design club by Dan Kocher, and second by Howard Russo. The motion passed.
- Contact List- Tammy Ray will send the list to the senators who will follow up with their constituents to complete contact information updates.

NEW BUSINESS

An update to the grievance page on the website is needed.

Trivia Bee Competition: Our team includes Julie Roth, Tim Malone, Marc Healy, and Scott Vasily. Julie is asking for \$400 to compete. Jessica Carpenter moved to approve and Pat O'Brien seconded. The motion passed. The event will be held April 27, at Grand Victoria Casino at 9:30 am. Doors open at 8:30 am.

Lori Clark- There is frustration with accommodations and accessibility for people using wheelchairs for primary means of mobility.

Tornado Drill- any comments are to be directed to Janelle Crowley. It was noted that computers and electronic notifications were not part of the process to share information.

Elections-

ECCFA will work to have our next elections fully online. Luis Martinez & Howard Russo made contact with someone at the AFT conference regarding options. Luis will share that information with Dan Kocher and Tammy Ray. They will compare the new sources with current information and implement soon. The election committee has multiple functions- identifying candidates and running elections. Tammy Ray and Dan Kocher agreed to serve on the Election Committee to facilitate electronic voting.

Honors Program: Jason Kane asked for clarification regarding issues relating to committee membership. Last spring, Honors Committee members were part of the election process, which is in conflict with their bylaws. How is it determined which committees require election versus appointment? Dan Kocher will look at the bylaws and clarify the matter.

Sabbaticals- The Board of Trustees approved sabbaticals. Congratulations to Gary Norden, Tim Kaar, Catherine Moushon, and Les McTighe.

DIVISION ISSUES

ADJOURNMENT

Move to adjourn at 4:55 by Pat O'Brien and second by Cindy Hutman.

NEXT MEETING: April 3, 2013, 3:00-5:00 PM, C-120

ECCFA Important Dates for 2012-2013

SPRING SEMESTER 2013

April 3, 2013(W) 3:00-5:00 PM Senate Meeting C-120

April 17, 2013(W) 3:00-5:00 PM Senate Meeting C-120

May 1, 2013(W) 3:00-5:00 PM Senate Meeting C-120

May 15, 2013(W) 3:00-5:00 PM Senate Meeting C-120

May 16, 2013 (R) Grading Day

(NOTE: Classes end W 5/15)

May 18, 2013 (S) Graduation

May 20, 2013 (M) 8:00 AM Grades due.

REPORTS

President's Report Luis Martinez

- I was informed by VP Rose DiGerlando that the Career Tech Pilot program has been put on hold. No other information is available now.
- July Roth, Howard Russo, Linda Hefferin, Gary Norden and myself attended the AFT Higher Education Issues conference this past weekend. We gathered very important information from the following workshops: AFT resources for negotiation, The Affordable Health Care Act and Adjunct Faculty, Massive Open Online Courses and Communicating With Your Members.
- Susan Tim and Joyce Ross represented the ECCFA as member of the Orrin G Thompson award selection committee.

1st Vice President's Report Howard Russo

2nd Vice President's Report Marcia Luptak

- A friendly reminder that many classes have their midterm date this week. Check the calendar (sent by Howard) and note the due time for midterm grades.
- I had a meeting Monday with the new Associate Dean of SSCT, Scott Adams. As a former adjunct and a member of three negotiating teams as a police officer, Scott is very conscientious about the importance of following the contract. In our meeting, we discussed timeliness of notification of class assignments, the role of the lead instructor in EMT courses, and availability of equipment for the EMT courses.
 - While no set time was determined with regard to instructor notification of class assignments, Scott did agree that two to three days before a class began was not productive. He is going to speak with the Coordinator about notifying instructors in a timely fashion. I sent him an email after the meeting reminding that there was a grievance regarding timeliness of course assignments already settled in Culinary stating that course assignments need to be communicated to instructors (at least) one month prior to the start of classes.
 - It was determined that the lead instructor is "lead" in title only (for certification purposes) and should have no extra responsibilities beyond the regular teaching ones. If anyone is asked to fill out additional paperwork as "lead" instructor, the individual should contact Scott (copy me).
 - With regard to equipment, Scott has charged the Coordinator with setting up a system so that EMT instructors can have access to any ECC equipment for their classes. There is a concern with theft, so Scott has expressed that it should be system where instructors sign out specific equipment. If a satisfactory system is not worked out in a timely fashion, EMT instructors are encouraged to contact Scott (copy me).
 - Scott also encouraged any instructors who have issues within SSCT to feel free to contact him. He is more than willing to meet with instructors to discuss any concerns.

3rd Vice President's Report Cassandra Watson

Insurance Committee Meeting (Janet Whitsitt)

Docs on Demand Survey

Received results; Over 300 employees took survey; Asked to review this month and bring comments back.

Immediate results that stood out are most employees felt it should cost less than \$25.00/month and FT faculty felt it would be helpful for part time faculty to have as a benefit.

This program would not suffice for ACA medical insurance requirements so perhaps needs to be put on hold until college understands who they will be required to insure and adjunct faculty understand the cost of medical insurance on the exchanges (still to be set up by government.)

ACA Update

There is very little information still available. There are still no guidelines on how to determine an adjunct faculty member working "30 hours/week."

Next meeting scheduled for April 22, 2013

Learning Community Report (Colleen Stribling)

The Learning Community Steering Committee is currently accepting proposals for the spring 2014 semester. Anyone interested in teaching in an existing community or creating a new community should contact Colleen Stribling or any other member of the steering committee for information on the proposal process.

The committee goals for the year are: to provide faculty development through workshops and informal mentoring of new faculty teams, to improve marketing of Learning Community classes to students, and to design a streamlined, web-based process for developing and documenting learning community partnerships. The new system will create a repository to collect artifacts from existing partnerships to support new faculty interested in teaching in future learning communities.

Membership (Marcia Luptak)

- As new membership chair, I went through the membership binder last week and counted signed members/ unsigned members for spring 2013. As of last week, ECCFA membership consisted of the following:
 - 139/140 fulltime (99% signed)
 - 165/241 active UAF2 (68% signed)
 - 65/148 active UAF1 (44% signed)

Student Learning Assessment and Advisory Committee (Eric Long)

- 1) SLAAC ended the first semester by amending the existing by-laws to accurately reflect the goals, purpose, and membership of the committee. Eric needs to talk to Luis/ECCFA before elections so that the ballot correctly fills the committee. The major change in the bylaws reflects the committee's adherence to general education (rather than course or program-level) assessment practices. (Bylaws are included at the end of this agenda.)
- 2) On February 15, SLAAC helped host the 17th Annual Illinois Community College Assessment Fair with over 160 participants from across the state.
- 3) This semester, SLAAC is focusing the majority of committee time on faculty development creating faculty assessment training, a comprehensive general education rubric database, and creating an assessment advocacy program to more efficiently promote and collect

necessary assessment information. In short, this semester's goal is to better equip faculty members for assessment.

- 4) For the time being, SLAAC is not changing the language of the Global Awareness/Diversity Outcome.
- 5) Final report on the writing assessment project should be completed by the next Senate Meeting.

Webmaster Report – March 11, 2013 (Tammy Ray)

ECCFA Contact List – In preparation of the upcoming negotiations, the ECCFA is compiling a database of all our active members. We are asking members to submit information via an online form. Personal email addresses are being collected so that we can send information that would not be shared via college email. Information collected through this form will be used for ECCFA communications only.

To date, just over 200 ECCFA members have completed the form. The form is available at <http://eccfaculty.org/list/>.

Contact Tammy Ray if you need additional information.

New ECCFA Logo and Tagline - As part of her work on the ECCFA Spirit Wear Ad Hoc Committee, Connie Orbeta, Professor of Graphic Design, has been working with the Spartan Design Club to create a new ECCFA logo. The students of the club have designed many outstanding variations of logos. The ECCFA membership is being given an opportunity to vote on three of the final logo choices, as well as a union tagline, through an online survey which is open until 6 PM, on Monday, March 11. The survey results will determine the final logo design and tagline.

Once the new logo has been designed, the committee would then offer clothing items and/or products, displaying the new ECCFA logo, for purchase to the faculty group.

Wellness Committee Report: Tara Leszczewicz

Meeting Summary for 2/12/13 & 3/8/13:

- New committee member: Roda Ryan as of 2/12/13 (Health Professions/ECCFA)
- March walking event successful
- April financial wellness planning
- Wellness Fair planning: department participation interests, vendors, etc
- Wellness Fair 4/30/13
- Onsite wellness program research
- EAP webinars info on accessECC
- Healthwise Handbooks still need to be picked up from HR; considering methods to circulate to employees that have not picked up
- Next meeting: 3/12/13 for additional Wellness Fair planning

Student Learning Assessment and Advisory Committee

Bylaws

1. Purpose

1. The Student Learning Assessment and Advisory Committee (SLAAC) oversees all matters relevant to institutional-level assessment at Elgin Community College. The Committee ensures that institutional level assessment reflects the current general education goals of the college.
2. SLAAC oversees assessment at the institutional level by developing the general education learning outcomes. SLAAC regularly reviews each general education outcome, collects college-wide assessment data, and recommends initiatives to improve student learning.
3. SLAAC collaborates with the TLSD-Assessment Office to facilitate the collection of assessment data and inform stakeholders of general education assessment results.
4. SLAAC serves in an advisory capacity to educate members of the ECC community about general assessment theory and practice. As part of this process members of the Committee will be supported in their professional development as it relates to assessment by underwriting expenses as the budget allows
5. SLAAC collaborates with faculty and administration to assist with institutional accreditation.

2. Membership

1. The voting membership shall consist of faculty representatives chosen by faculty vote from the following academic divisions: Business, Sustainability, Safety and Career Technologies; Communications and Behavioral Sciences; Liberal, Visual, and Performing Arts; Math, Science and Engineering; and Health Professions. Each of these divisions shall have the same number of representatives on SLAAC as Senators according to the current ECCFA contract. In addition, one librarian and one counselor will be voted onto the committee as a voting member. In addition, one representative shall be chosen from each of the following: Adult Basic Education Center, Academic Development & Learning Resources, and Student Services. Voting members will serve two-year terms. Nonvoting representatives of any interest group are welcome to attend assessment meetings.
2. Repeated absence and non-participation in the program/course feedback process will result in replacement of the absent Committee member. The limit of non-participation for a faculty member will be three times during one school year. Members will be reminded of this procedure by the Committee chair before the third occurrence of non-participation. Should a replacement be required both the dean of the division the seat represents and the ECCFA president will be notified. Replacement of these members will be by the procedure of initial appointment. Replacement members will serve the remainder of the term for the member they are replacing.

3. Officers

1. The chair is elected from the faculty members on SLAAC; once the chair is elected, he/she no longer represents a division and is no longer a voting member of the committee. Election of the chair occurs during the last meeting of the spring semester. The term of office is two years beginning with the first meeting of the following fall semester. The chair's duties are to schedule meetings, preside over meetings, develop meeting agendas, review minutes before distribution, and regularly provide reports to ECCFA. Additionally, the Chair facilitates the development of committee goals, contributes to related annual reports, and attends necessary institutional meetings involving SLAAC interests.
2. The Vice Chair will be nominated and elected from the faculty membership of the Committee at the first meeting of the fall semester. The Vice Chair's duties are to

preside over meetings when the Chair is absent and assist the Chair with related duties. Vice Chair appointments will be for a two year term.

3. The SLAAC Assistant serves as a nonvoting representative to record the minutes of each meeting, to distribute the agenda and minutes as needed, and to announce the calling of special meetings. Administrative support is provided by the Vice President of TLSD.

4. The Schedule of Meetings

1. SLAAC will meet regularly at 3:30 pm until 4:45 pm the second and fourth Tuesday of each month of the school year. Official meeting schedule is approved at the first meeting of the year. Additional meetings can be called or cancelled by the chair or a majority of the members at any time.

5. Quorum

1. SLAAC may conduct business with half + 1 of the voting membership present at a regularly or specially scheduled meeting.

6. Robert's Rules of Order

1. The Assessment Committee meetings will be conducted by a modified version of Robert's Rules of Order.

7. Amendments

1. Amendments to the Policies of SLAAC may be introduced to the Committee by any members of SLAAC. An amendment may be approved by a simple majority vote of the members. An amendment must be presented to one meeting and voted upon at a subsequent regularly scheduled meeting.