

PETALUMA FACULTY FORUM
September 7, 2010
MINUTES
ROOM 602, CALL BUILDING

CALL TO ORDER

Chair Michael Eurgubian called the meeting to order at 3:05 p.m.

MEMBERS PRESENT:

Michelle Hughes Markovics, (DBS), Carolyn Massell (CS), Bic Ha Dovan (Math), Venona Orr (PEDA), Mai Nazif (MCL), Johnny Sarraf (English), Molly Matheson (Library), Nikona Mulkovich (Psych), Cheryl Dunn (CS/Tutorial), Mary Pierce (CS), Susan Jaderstrom (CS), Phyllis Usina, (Library), Karen Stanley (PEDA), Jeff Clark (Math), Michael Eurgubian (Math), Laura Sparks (Astronomy), Ashley Arnold (DRD), Michael Eurgubian (Math), Barbara Crouteau (CS), Curtis Newsom (Fire), Julia McDermott, Norberto Quiroz, Andrea Alexander (DRD), Kirsten Swinstrom (BIO), Breck Withers (CS), Susan Mahoney.

GUESTS:

Terry Shell (Academic Senate President), Robert Chudnofsky (Administration), Jane Saldana-Tally (Administration), Greg Granderson (Administration), Matt Pearson (Media Services), Wendy Porter (Career Center), KC Greaney (Institutional Research), Scott Conrad (IT), Walt Chesbro (IT), Cherry Li-Bugg (Learning Resources), Rene Lopilato (Career Center), Rachel Minor (Bookstore).

OPEN FORUM:

KC Greaney introduced herself. Institutional Research has relocated to the Petaluma campus over the summer. KC would like everyone's participation in an upcoming student survey that takes only 15 minutes total to administer in your classroom. A Petaluma supplement, designed to create data for planning for this campus is included in the survey.

Rene Lopoieto and Wendy Porter described a Career Workshop planned for October 28 about multi-generational groups in the workplace. The Volunteer Fair is planned for 9/14/10.

Cheryl Dunn called for anyone interested in participating in the planning for the Petaluma campus' Women's History Month in March to contact her with ideas.

Andrea Alexander from DRD asked for instructors to ask for notetakers for their students via email rather than in person since it elicits more notetakers that way.

Phyllis Usina from the Library announced NoodleBib workshops for students and instructors in September.

Cheryl Dunn announced more student workshops put on by the tutors in the Tutorial Center.

MINUTES

Minutes from the May meeting will be approved at the October meeting.

REPORTS AND DISCUSSION

Report - Academic Senate- Terry Shell

Terry summarized the content of the first Senate meeting. Speakers included: Amanda Swan, Scott Conrad (IT), Will Baty (LR), and Eric Thompson. Course repeats 8.1.15 and 166 and 16p were moved to action items.

Mary Pierce PFF representative to the Senate reminded everyone that the Senate meets in Petaluma this year on November 17 and March 2. Feel free to contact Mary at any time with Senate issues.

Report - Student Services – Norberto Quiroz

Norberto spoke on behalf of Deanna. Counseling is available to come to speak with students in your classroom. A new transfer specialist is on hand weekly now. Priority registration is at a premium now and students can move up in the queue if they see a counselor and develop a plan.

Report - All Faculty Association – Cheryl Dunn

Cheryl described the largest turnout ever for the most recent TA which was ratified by the narrowest of margins ever. There is still an adjunct seat open for AFA. The ACCT committee is forming. Recommendations will be forthcoming.

Discussion - Bookstore Issues

Rachel Minor new Bookstore manager reported that the textbook rentals sold out. Textbook requisitions for Spring 2011 are due by mid-October, the sooner the better. They may have a fix for the sale of Scantrons/Bluebooks for sale after hours. They will be sold at the café until 8:30pm.

Discussion - Technology Issue Updates – Scott Conrad and Walt Chesbro

- Scott described the changes in the organizational structure of both Academic Computing and Computing Services which henceforth will be called Information Technology. The new goal is consistency in services and well as service delivery. His mission is to support faculty and faculty's work with students.
- Jerry and Marshall will be relocating across from Faculty support. The new VOIP phones can reach Marshall, Jerry or Deborah quickly so they can respond to your issues.
- There is a lack of good planning for software in place now and he wants to change this.
- The ITG software Advisory Group will include faculty representation. They are looking at the pluses and minuses of gmail and Google apps for example.
- IT Help calls can now be tracked online. He has 8 folks supporting 2500 computers so please be patient with the large backload. He plans on saving paper with more online forms and online paystubs.
- Beginning next semester students will need to login to use the Library computers. Breck
 - Withers hopes this login will be instituted at the other labs as well.
- An update of the Petaluma campus website to be performed by Susan Bagby-Matthews and Corinne Dressler is in the works. Your input is welcome.
- Scott presented a summary of other new projects, including switching to Gmail, working on finding funding for ongoing licensing fees for proprietary software, considering new software for SLOs and as replacement for CATE, buying used equipment rather than new whenever possible, implementing electronic forms to cut down on printing costs, and an interactive Google map of the campus.
- Questions from PFF membership

- Breck Withers pointed out that a great deal of FTES are lost because students do not log in with Timekeeper in the computer labs for positive enrollment courses. A discussion regarding this software ensued.
- Phyllis Usina asked what plan is in place for dealing with the backlog and ongoing need for upgrades to daily use software such as Flash, Java, and Acrobat. A discussion of the pros and cons of admin rights on faculty computers and software pushes ensued.
- Kirsten Swinstrom pointed out that it would be useful if faculty could choose multiple sections to email in the faculty portal.
- There was a discussion about sending attachments to emails through the portal email function. Students' ability to receive attachments is very inconsistent.
- Michael and Walt discussed the need for more Petaluma faculty representation on the ITG. 25% of instruction takes place in Petaluma, so we should strive for 25% representation on software decisions.
- Matt Pearson mentioned that Room 246 has been equipped with the new version of the classroom control panel software. Campus-wide rollout will take place over winter break.

Report - VP, Academic Dean – Jane Saldana-Talley, Robert Chudnofsky

- The Dean for Student Services in Petaluma was filled on an interim basis; recruitment to fill the position on a permanent basis must begin soon in order to comply with Ed Code. The administration will be able to get an extension from February until the end of the academic year.
- State of the Campus address will be held again on a Tuesday or Thursday afternoon.
- Jane invited faculty involvement on the update of the Petaluma Campus website.
- Jane pointed out that Greg Granderson and Robert Chudnofsky are to be commended for their work on a "Transfer Pathways" document outlining all the degrees and certificates that can be completed entirely on the Petaluma campus.
- Robert pointed out that only five sections had to be canceled due to low enrollment campus-wide.

Report - Chair Report

- Bluebooks and Scantrons are available in the cafeteria in the morning and evening.
- Michael encouraged everyone to read the PREAG (President's Re-Engineering Advisory Group) report that was emailed to all.
- The alarm system in Ellis Auditorium is going off when students do not heed the warning signs and exit through the door on the East side of the building. It was decided that this issue merited further discussion.
- Faculty had raised concerns about the need for clarity in our recycling policy and waste streams. Jane mentioned that she would like faculty input in a group that will address sustainability in Petaluma.

Discussion - Adjunct Issues

Venona Orr expressed enthusiasm for the high turnout at PFF.

Discussion - Dean of Student Services (Granderson)

Greg listed some accomplishments and changes that have happened regarding student services:

- A transfer pathways document was created outlining degrees and certificates that can be completed in Petaluma.
- In the Spring, the Transfer Center was relocated to be closer to the Counseling Dept.
- Steve Morris is coming from Santa Rosa to staff the Petaluma Transfer Center one day per week.

- SB1440 has passed both arms of the state legislature. If signed into law, this would generate a great deal of labor that has already begun to be undertaken.
- Engaged in fact-finding with ESL department, and responded to their concerns.
- The Financial Aid and Student Employment offices have been moved out of the counseling area into financial aid/work experience/career center area.
- Work-study is being expanded on the Petaluma campus.
- Questions from PFF membership
 - Michael Eurgubian asked for clarification on Deanna Hatter's position. Greg emphasized that both AFA and the Academic Senate have opposed placing faculty into coordinator positions that have too many managerial responsibilities. He pointed out that by eliminating this coordinator position, the district is complying with the wishes of AFA and the Senate that there be fewer faculty coordinator positions
 - Cheryl Dunn asked whether there are any plans for a full time ESL faculty position on the Petaluma campus.
 - Greg responded that this decision would fall under the responsibility staffing committee as it produces prioritizations for position requests.

Discussion - Past and Future Goals (Eurgubian)

Michael Eurgubian reminded everyone that the PFF retreat will take place on 9/10/2010 at Bic Ha Dovan's house, where discussion of past and future goals can continue.

Terry Shell spoke about the importance of reading policy and procedures 3.6 and 3.6P that are currently coming through the pipeline regarding PRAD (Program Revitalization And Discontinuance).

Meeting was adjourned at 5:00pm.