

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

December 13, 2006

*(Approved by the Executive Council on January 24, 2007)*

Executive Council members present (noted by \*):

*Janet McCulloch, presiding	*Paula Burks	*Johanna James	*Andrea Proehl
*Alix Alixopulos	*John Daly	*Michael Kaufmann	*Greg Sheldon
*Michael Aparicio	*Cheryl Dunn	*Reneé Lo Pilato	*Linda Weiss
*Lara Branen-Ahumada	*Peggy Goebel	Michael Ludder	Lynda Williams

Also present: Ted Crowell, Phil Forester, Ann Herbst, Warren Ruud, Deborah Sweitzer, Judith Bernstein, and Candy Shell.

The meeting was called to order at 3:25 p.m.

**MEMBER CONCERNS**

1. Academic Freedom. Michael Aparicio, who served on an Academic Senate Task Force that developed the Academic Freedom policy recently approved by the Senate, reported that he received an e-mail from a faculty member who was concerned about one particular passage in the policy. In the section in which the policy addresses the notion of protecting the content of what faculty say in the classroom when teaching material that is “controversial *AND* difficult,” the faculty member suggested that the language be changed to read “controversial *OR* difficult.”
2. Lecture/Lab Ratio. Lara Branen-Ahumada conveyed a concern from members of the Curriculum Committee regarding the lecture lab ratio and asked that this issue be a priority for the Council to discuss during the spring semester. Janet McCulloch spoke to the history of the distinction between the two types of loads, noting that it is a complex issue that is a legacy of past practice. (Historically, labs were not taught by professors — lab classes had lab assistants; consequently, professors worked less and were paid less.) Currently, many colleges pay lecture and lab instructors at different rates. It would be very expensive (would cost millions of dollars) to remedy the problem at SRJC. Janet volunteered to have a conversation with the Curriculum Committee regarding this issue. In the past, departments have tried to address this problem through the curriculum process; however, AFA’s position is that workload problems should not be taken care of in that way. Janet described AFA’s position, which was presented to the AFA/District Workload Task Force several years ago: there are different types of labs and a system needs to be developed that would identify, evaluate, and compensate the different types equitably. For example, a lab instructor sitting in a Writing Center waiting for students to come see him/her on an individual basis would be paid less per hour than a lab instructor working in a lab

with many students at different computers, who spends a great deal of time doing preparation and assessment (e.g., learning new software programs prior to working in a computer lab and grading assignments after the lab hour is over). It was only in the last year and a half that AFA learned that the State reimburses the District the same amount of money regardless of the type of lab. AFA hopes to negotiate a change to the lab/lecture ratio eventually; however, given the prospect of a revenue loss due to the enrollment audit, it is not likely to happen any time soon.

3. Evaluations. Janet McCulloch conveyed a concern related to evaluations. The current English department policy regarding evaluations is that if someone needs improvement in one area, s/he should be given an overall "needs improvement." Janet finds this provision problematic, especially for adjunct faculty. She provided two different examples of situations in which the evaluatee was given a "needs improvement" when there was only one minor problem. Janet believes that the way in which the current evaluation article is worded opens the door for people to be punitive, and recommends that the article be rewritten.

### **MINUTES**

There were no corrections or additions to the November 22, 2006 Executive Council Meeting minutes, which were accepted as written.

### **ACTION ITEMS**

1. Proposed Revision of AFA Bylaws re: Elections. Council members reviewed the officers' recommendations for revisions of the AFA Bylaws. Judith Bernstein directed the Council's attention to a second memo that recommends a change to the timeline for appointment of other appointed positions that is similar to the change to the timeline for election of officers. Following a motion made by Andrea Proehl and seconded by Lara Branen-Ahumada, the Council unanimously approved a motion to approve the revision of the AFA Bylaws as presented in both memoranda (12 in favor, 0 opposed, 0 abstentions). (See attached).
2. Appointment of Spring 2007 Sabbatical Leave Replacement for Regular Faculty Representative. Janet McCulloch noted that Peggy Goebel would be on sabbatical during the Spring 2007 semester. The AFA officers recommend the appointment of Dr. Joyce Johnson, regular faculty member in the Behavioral Sciences Department, to take Peggy's place as a regular faculty representative on the Council during Spring 2007. Joyce served as a representative on the Council in the past when she was an adjunct faculty member. Following a motion made by Johanna James and seconded by Reneé Lo Pilato, the Council unanimously approved a motion to approve the appointment of Joyce Johnson as a one-semester, regular faculty representative and sabbatical leave replacement for Peggy Goebel (12 in favor, 0 opposed, 0 abstentions). Joyce's term will start at the beginning of the Spring 2007 semester.
3. Proposed AFA Office Staff Holiday and Sick Leave Policy. Following discussion (see Discussion Item #2) and a motion made by Lara Branen-Ahumada and seconded

by Peggy Goebel, the Council unanimously approved a motion to approve the AFA Office Staff Holiday and Sick Leave Policy as written, retroactive to the beginning of the Fall 2006 semester (12 in favor, 0 opposed, 0 abstentions).

### DISCUSSION ITEMS

1. Proposed Change to AFA Constitution re: Officers and Name Clarification. Janet McCulloch directed Council members' attention to two revisions proposed by the officers that include changing all references to AFA in the Constitution from *Faculty Association* to *All Faculty Association*, and adding a second vice president position. The name change would also be reflected in the Bylaws. Following a motion made by Peggy Goebel and seconded by Johanna James, the Council unanimously agreed to place this item on the action agenda for the January 24, 2007 meeting.
2. Proposed AFA Office Staff Holiday and Sick Leave Policy. Council members reviewed the proposed new policy, which, if approved, would be effective retroactive to the beginning of the fall semester. There would be seven paid holidays (mirroring the SEIU Contract). One sick leave hour would be earned for every 21.5 hours of paid service. Following a motion made by Peggy Goebel and seconded by Michael Aparicio, the Council unanimously approved a motion to move this item to the action agenda at this meeting (13 in favor, 0 opposed, 0 abstentions).
3. Draft District Policy and Procedure 3.12.2: *Online Instruction*. Janet McCulloch updated the Council regarding this draft policy, which was developed by the District Online Committee. She said that this policy would need to serve as the basis for an article in the Contract, until AFA and the District find the time to draft one. Janet noted that the AFA officers have two major concerns regarding the current draft of the policy: 1) it is too limiting in terms of the ratio of online courses to face-to-face courses, and 2) online faculty are required to have a written plan for their college service, when "face-to-face" faculty are not subject to that same requirement. The newest draft of the policy will be distributed at the next Council meeting.
4. Academic Affairs Reorganization: Part 2 of 2. Deborah Sweitzer opened the discussion by saying that the reorganization of Academic Affairs offers AFA an opportunity to make the case for every department to have a chair and to recognize the role of coordinators (particularly program coordinators). She requested Council feedback, saying that AFA needs to begin to formulate an opinion that would eventually be officially communicated to the Vice President of Academic Affairs. Lengthy discussion followed and included these comments: 1) there is a significant need to educate members of the Board of Trustees as to the role of chairs — they don't realize that chairs do a great deal of uncompensated work; 2) many faculty members serving as program coordinators at the Petaluma Campus are donating their time; 3) the District recently signed a six-month agreement to purchase Foss Creek School in Healdsburg and turn it into a new SRJC campus; however, they do not currently have a coordination plan; 4) the District should run a cost benefit analysis before purchasing a building; 5) there are currently no back-up documents regarding the plan for Petaluma Phase 2 and the requests that Department Chairs submitted;

- 6) with all the discussion about linking budgeting and planning, how will the Foss Creek campus be staffed? 7) people in the community don't understand why SRJC is spending millions of dollars on construction, but doesn't have enough money because of the enrollment issue; 8) the massive new Program Review process will require a great deal of work by chairs and program coordinators — they need to be compensated for that work and AFA should include recognition of that in any feedback about the reorganization; 9) if the new Program Review Process is implemented the way it is being discussed, resources will be prioritized like never before, deans will have to explain why things are moved from one priority to another, and anyone in the institution will be able to get information about any program without having to ask. At the conclusion of the discussion, Deborah Sweitzer was directed to draft a statement of interest, which would then be taken to negotiations and presented to the District.
5. Opening Up a Regular Dialogue with Members of the Board of Trustees. Discussion of this item was conducted in closed session.

#### **MAIN REPORTS**

1. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
2. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 4:55 p.m.

Minutes submitted by Judith Bernstein.