

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

December 10, 2008

(Approved by the Executive Council on January 14, 2009)

Executive Council members present (noted by *):

*Warren Ruud, presiding	*John Daly	*Joyce Johnson	*Dan Munton
*Alix Alixopulos	*Cheryl Dunn	*Michael Kaufmann	*Andrea Proehl
*Lara Branen-Ahumada	*Lynn Harenberg-Miller	*Reneé Lo Pilato	*Greg Sheldon
*Paula Burks	*Johanna James	*Michael Meese	*Mike Starkey

*Vacancies: Two Regular Faculty Seats: terms expire August 2010
One Adjunct Faculty Seat: term expires August 2009*

Officers/Negotiators present: Ted Crowell, Ann Herbst, Janet McCulloch;
Faculty present: Karen Frindell, Jeannie Harmon
Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:04 p.m.

MEMBER CONCERNS

1. Final Exam Schedule. On behalf of several faculty members in various departments, Lara Branen-Ahumada expressed concern about the final exam schedule. She explained that instructors who have classes that meet twice a week at 5:00 p.m. are supposed to follow a certain schedule; however, that schedule doesn't work if you have a class that only meets once a week at 5:00 p.m. Students don't know which exam to go to because there are two final exams being held simultaneously. Many faculty members are also confused about the final exams for these 5:00 p.m. classes, which are being treated as evening classes. Johanna James noted that the situation has become further complicated over the past several years, as the definition of evening classes has morphed. Students who attend a class at 5:00 p.m. aren't going to be able to attend a final exam scheduled for 3:30 p.m. on another day. Johanna suggested that the definition of evening classes be revisited. Noting that the final exam information on the new Student Information System Portal is incorrect, Warren Ruud said that he would talk to Barbara Croteau, Academic Senate president, about this issue. Janet McCulloch added that the definition of evening classes also relates to the calendar, which is a negotiated item.
2. Online Class Size. On behalf of faculty in the Behavioral Sciences department, Joyce Johnson expressed concern about the District's process for increasing enrollment in online classes. There is no current policy that governs increases in enrollment for online classes, as there is for face-to-face classes. Kris Abrahamson, Dean of Arts & Sciences, who is in charge of online education, decided to make online enrollment consistent with the lowest average for the course; however, in certain cases, that average represents an increase for online instructors. For example, after seven years of teaching an online course at one level, an instructor recently found out that the class size limit for a particular section had been

raised — without any opportunity for input into the decision. Joyce asked what the criteria are for determining the maximum size limit for online courses. Should it be based on the size of a face-to-face classroom or should online courses have their own reckoning based on pedagogical issues? Many instructors say that they put more time into their online courses than they do into their face-to-face courses. Janet McCulloch noted that Kris Abrahamson is aware of these issues, and that AFA needs to have a conversation with her. Warren Ruud requested that Joyce convey the particulars of the situation to him so that he could follow up.

3. **Multi-site Task Force.** Karen Frindell, regular faculty member in the Chemistry Department who teaches at both the Santa Rosa and Petaluma campuses, appeared before the Council to express a concern about the Multi-site Task Force. Karen asked how the task force would be addressing the concerns of the individuals, like her, who were not chosen to serve on it. Janet McCulloch, who was chosen to serve on the Task Force, reported that there has been one meeting so far and that they will be meeting in the last week of school before winter break. The Department of Institutional Research has e-mailed a link to the last two multi-site reports for members to review. The goal is to put out a report by the end of January. Janet suggested that anyone who has comments or concerns should forward them to her. She also said that she would ask what the protocol would be for individuals outside the task force who wish to submit input.
4. **Smoking on Campus.** As a follow-up to a member concern expressed at a previous Council meeting, Warren Ruud reported that people are still smoking on campus.
5. **Compensation for Self-Published Work.** Warren Ruud reported that he brought the member concern raised at a previous Council meeting to the attention of both College Council and the Academic Senate. There is no current policy that addresses the matter of instructor's selling their materials to students through the College Bookstore for profit. Although there is an Intellectual Property Rights policy that addresses what happens when a faculty member produces a product, it doesn't address the sales issue. Warren said that he would pursue this issue in the spring.

MINUTES

There were no corrections or additions to the minutes from the November 12, 2008 Executive Council meeting, which were accepted as submitted.

ACTION ITEMS

1. **Allocation of AFA Reassigned time for Spring 2009.** Council members reviewed an officers' proposal for Spring 2009 reassigned time. Warren Ruud noted that, following a review of the organization's finances and the conclusion that there are adequate funds in the budget, the officers are recommending that both Vice Presidents receive 15% reassigned time, to reflect an increase in duties. Following a motion made by Mike Meese and seconded by Reneé Lo Pilato, the Council voted unanimously to accept the Officers' recommendation for Spring 2009 reassigned time as submitted (15 in favor, 0 opposed, 0 abstentions).
2. **Appointment of AFA Publications Coordinator for Spring 2009.** Warren Ruud informed the Council that, after many years, Janet McCulloch is stepping down from her position as AFA

Publications Officer at the end of the Fall 2008 semester. The AFA Officers recommended that Lara Branen-Ahumada take on that position, for which 15% reassigned time is allocated. There was no response to Warren's call for other candidates for the position. Following a motion made by Mike Meese and seconded by Greg Sheldon, the Council voted unanimously to approve the appointment of Lara Branen-Ahumada as AFA Publications Coordinator for Spring 2009 (15 in favor, 0 opposed, 0 abstentions).

3. AFA Bylaws and Policies. The Council reviewed and discussed several draft documents.
 - AFA Bylaws. Warren Ruud highlighted the changes in this latest draft of the Bylaws, which included clarifying where the Council is charged with determining job descriptions; adding a definition of and references to AFA policies; making the language regarding procedures and methods for approving policies more explicit; and adding the phrase "by policy" in several places where appropriate. He noted that he did not receive any comments in response to this draft, which he e-mailed to Council members several days prior to this meeting. Following a motion made by Cheryl Dunn and seconded by Mike Meese, the Council unanimously voted to accept the AFA Bylaws as submitted (15 in favor, 0 opposed, 0 abstentions).
 - AFA Policies. Warren noted that the bulk of the language in these proposed policies was removed from the previous iteration of the Bylaws, and only minor "tune-up" changes were made. He informed the Council that these policies could be approved either by a two-thirds vote at this meeting or by a majority vote at the following meeting.
 - AFA Policy—Duties of Officers: The Council engaged in lengthy discussion about the first item in the list of duties of the Chief Negotiating Officer: "Provides the primary representation, coordination, and direction for the Association during negotiations with the District." The main concern was that there was no mention of the fact that the Chief Negotiating Officer and the Negotiating Team take their direction from the Council. At the end of the discussion, it was agreed that the following sentence would be inserted as the first item in the list of duties for the Chief Negotiating Officer: "Takes direction from the Council on items related to negotiations." Following a motion made by Alix Alixopulos and seconded by Mike Meese, the Council voted unanimously to accept the AFA Policy—Duties of Officers as amended (15 in favor, 0 opposed, 0 abstentions).
 - AFA Policy—Duties of Councilors: Warren noted that the text was extracted as is from the Bylaws. Following a motion made by Mike Meese and seconded by Greg Sheldon, the Council voted to accept the AFA Policy—Duties of Councilors as submitted (14 in favor, 0 opposed, 1 abstention).
 - AFA Policy—Duties of Negotiators: Warren pointed out the most recent additions to this policy, which included: the Note-taker's duty to make corrections to the minutes as agreed upon by both the District and AFA; Negotiators' duty to complete assignments and research as directed by the AFA and District teams; the President's duty to take over for the Chief Negotiating Officer on an interim basis in his/her (temporary) absence; and the President's duty to act as liaison for the Negotiations Team with the District's President and Vice Presidents. The Council engaged in an extensive discussion about this last item. Some Council members expressed concern that the item could be misconstrued to imply that the President could engage in

negotiations outside of the negotiations sessions between the AFA and District teams. Other Council members said that this item explicitly serves to protect the President, the Negotiations Team and the Council by formally limiting the President's authority and prohibiting him/her from entering into any agreements with the District in these meetings. The word "liaison" simply means facilitating communication between groups and, since there is no written documentation of the conversations that take place during these meetings, they have no "teeth." Following the discussion and a motion made by John Daly and seconded by Mike Meese, the Council voted to accept the AFA Policy– Duties of Negotiators as submitted (13 in favor, 2 opposed, 0 abstentions).

MAIN REPORTS

1. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 5:09 p.m.

Minutes submitted by Judith Bernstein.