

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL MEETING MINUTES**

October 24, 2007

*(Approved by the Executive Council on November 14, 2007)*

Executive Council members present (noted by \*):

*Janet McCulloch, presiding	*John Daly	*Joyce Johnson	Andrea Proehl
*Alix Alixopulos	*Cheryl Dunn	*Michael Kaufmann	*Mike Starkey
*Lara Branen-Ahumada	*Peggy Goebel	*Reneé Lo Pilato	*Linda Weiss
*Paula Burks	*Johanna James	*Michael Meese	<i>Vacancy Fall 2007</i>

Also present: Abe Farkas, Dean of Curriculum and Educational Support Services; Ted Crowell, Ann Herbst, Warren Ruud, Deborah Sweitzer; Judith Bernstein, Candy Shell.

The meeting was called to order at 3:05 p.m.

**MEMBER CONCERNS**

1. Use of Social Security Numbers. Janet McCulloch relayed a concern from a regular faculty member regarding the widespread use of faculty Social Security numbers on various District forms and other documents. The faculty member questioned whether the same system that is now being used for students (each student is assigned a special number) could be implemented for faculty. Janet will follow up and explore that possibility with the Human Resources and Payroll departments.
2. Outfitting Classrooms with Internet Capability. Ted Crowell recommended that faculty who are interested in getting a classroom computer up and running on the Internet should contact the Computing Services Help Desk.

**MINUTES**

There were no corrections or additions to the minutes from the October 10, 2007 Executive Council meeting, which were accepted as written.

**DISCUSSION ITEMS**

1. 2008-09 Calendar.
  - Equalizing the Number of Days in Each Semester. Deborah Sweitzer, who serves as the AFA representative on the Calendar Committee, presented a draft document to the Council that summarized 2008-09 Calendar ideas under discussion by that committee. She noted that AFA is interested in equalizing the number of days in each semester to 88, and reducing the total number of working days in the academic year from 177 to 176. This change would solve a problem related to CalSTRS service credit that regular faculty encounter when trying to retire mid-year. AFA is also willing to consider a new summer template, as long as student needs can be met, and faculty agree and have adequate time to adapt their instruction to fit the new template. Deborah explained that any changes to the calendar need to be negotiated. Ordinarily, the calendar is presented to the Board in November every year; however, since the 30-day “sunshine” period for 2007-08 negotiations doesn’t end until after the November Board meeting, the calendar would have to be presented at the December Board meeting. Deborah noted that the Calendar Committee discussed many alternatives and settled on three options, which would be presented for discussion at the October 25 meeting of College Council: 1) maintain the existing calendar (177 days, 88 in the fall, 89 in the spring, 3-week intersession, followed by 8-week summer

session); this option would be the default if negotiations are not completed prior to the December Board meeting; 2) change to a 176-day calendar, with 88 days in each semester (one Flex day would be eliminated in the spring), and make no change to the summer template unless there's enough time for discussion and faculty acceptance of the new double five-week session; 3) change to a 176-day calendar with 88 days in each semester (Graduation would become a Flex day for both regular and adjunct faculty) and make no change to the summer template unless there's enough time for discussion and faculty acceptance of the new double five-week session. Janet McCulloch noted that, since the District and Staff Development spend time and energy making sure that faculty fulfill their Flex obligation, they are concerned that leaving the accounting responsibilities for the Graduation Flex day until the last day of the academic year would be problematic.

- **Summer Template.** Abe Farkas distributed to the Council a discussion paper, a draft template for alternate scheduling of summer sessions, and a summary of calendars from nearby high schools (recently updated to include Petaluma, Novato and San Rafael), CSU's and UC's. He noted that the advantages to this new template include greater access for students, a longer break between terms for faculty, increased revenue for increased enrollment, and full utilization of classrooms. Disadvantages include increased workload and cost, concern about faculty burnout, and difficulty finding time in which to do facilities maintenance and computer upgrading. Departments that have unique requirements would be allowed to continue with their existing schedules (for example, the Public Safety Training Center holds classes Monday through Friday, and Theatre Arts offers a 12-week session). Abe said that the President would be speaking with the component administrators about this draft template. Lengthy discussion ensued regarding several issues of concern, including: 1) the importance of maintaining the 3-week intersession, which starts at the end of the spring semester; 2) the need to allow the continuation of the clinical scheduling configuration for certain programs within Health Sciences; 3) the need for the District to commit resources and additional support of classified staff and counselors; and 4) the need to provide faculty with enough time to adjust their curriculum in order to compress it from an 8-week format to a 5-week format. Janet McCulloch added that both the Contract and Ed Code refer to summer as a "term."
  - **Final Exam Policy.** Abe Farkas distributed to the Council a discussion paper and revision to the District's Final Examination Policy 3.15, noting that the current policy is a bit vague about implementation. There is also some discrepancy between how final exams for lecture, lab and lecture/lab combination courses are handled. There was brief discussion about the absence of any reflection in the final exam policy that P.E. activity and non-credit courses do not meet during final exam week. Noting that no one in Educational Planning and Coordinating Council mentioned this issue when they discussed the policy, Abe said that either the policy should be changed to reflect reality or the practice should be brought into compliance with the policy. He concluded by saying that he would be taking Council input back and creating another draft, and encouraged anyone who has more information to share it with him.
2. **Benefits.** Discussion of this item was conducted in closed session.
  3. **AFA Interests in Process for Transfer to Other Campuses and/or Sites.** Due to time constraints, discussion of this item was postponed until the next Council meeting.
  4. **College Council Revisions to District Policy and Procedures Manual.** Due to time constraints, discussion of this item was postponed until the next Council meeting.

### **MAIN REPORTS**

1. **Conciliation/Grievance Report.** This report was conducted in closed session.

The meeting was adjourned at 5:03 p.m.

Minutes submitted by Judith Bernstein.