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12/12/2008

Guests: Robin Huber, Kim Rosenfeld, Carolyn Chambers, M.L. Bettino, David Young, Lee Krichmar, Patrick O'Donnell, Marilyn Brock, Vykki Morgan, Stephen Johnson, Sarah Ramirez
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:07 a.m. The flag salute was led by President Reece.

REPORTS

President

President Reece reported that Senate Clerk, Dodie O'Donnell, will be retiring in December. The last Senate meeting of the semester on December 9th will be short, with a celebration immediately after. The Board of Trustees will also recognize Ms. O'Donnell at their meeting on December 10th.

Vice President

Vice President Moore reported that a new Dean of the Library and Learning Resource Center, Carl Bengston, has been hired. He will begin February 2, 2009.

CCFF Liaison

President Stolze reported that the CCFF has been busy. There will be a bargaining session on December 5th. They hope to receive a response from the District on the early retirement incentive proposal, and will report back to the faculty once they get a response. They are close to presenting an article on standards for a sustainable workplace, and plan to present an article on class size and load banking on the 19th. They may also be ready to present an article on parity of lecture and lab on the 19th. President Stolze further reported that the CCFF submitted a demand to bargain over a change that was made regarding online instruction without consultation with the union.

MINUTES

Motion: It was moved by Senator Mellas (SEM) and seconded by Senator Moriarty (Business Education) to approve the minutes of 11/4/08.

Action: Motion was unanimously approved.

APPOINTMENTS AND NOMINATIONS

Appointment to be Ratified

Motion: It was moved by Secretary Ukita and seconded by Senator Hallinger (SEM) to approve Allison Yabroff (SEM) for the College Committee on Student Life.

Action: Motion was unanimously approved.

ANNOUNCEMENTS/INFORMATION ITEMS

Outstanding Faculty Awards Nomination

The nomination period opens next week. It will close December 3rd.

State Academic Senate Plenary Session Update

Senator Soden (Business Education) provided a brief summary of hot topics addressed at the session including student learning outcomes, budget, integrity and authentication regarding online classes, credit by
exam, add/drop deadlines, and selection of department chairs. Copies of Senator Soden’s notes and other materials she gathered at the session may be obtained in the Senate Office.

Information about the status of each resolution presented at the session may be obtained here: http://www.asccc.org/Events/sessions/fall2008/materials.html (click on the “Fall 2008 Plenary Session Final Resolutions” link).

STANDING COMMITTEE REPORTS

Sabbatical Leave Committee Update

Chair of the Sabbatical Leave Committee, Professor Kimberly Rosenfeld, provided the Senate with an update of committee activities. The committee welcomed two new members: Mary Mullins (Business Education) and Jeanine Prindle (Health, PE, and Athletics). Julie Bathke (Health Occupations) and Amy Holzgang (Humanities/Social Sciences) conducted an orientation, which was well-attended. The committee decided on its officers. Professor Rosenfeld will continue to serve as chair, Amy Holzgang as vice chair, Julie Bathke as secretary, and Senator Moore (Library) as web author.

Professor Rosenfeld reported that they are expecting nine reports from those who took sabbatical last year by December 8th. She further reported that the committee has received only positive feedback about moving the date (for proposals) up. In response to a question about whether or not the committee has received any more details about what was mentioned in an email by President Farmer about the possibility of sabbaticals being suspended next year, Professor Rosenfeld reported that no one has communicated with her about it other than the email. She expressed her hope that they be preserved, especially because they have a small number. For the 2009-2010 academic year, five faculty have applied for sabbatical. All five plan to continue their education either formally or informally and combine that with travel.

Motion: It was moved by Senator Hallinger (SEM) and seconded by Senator Mellas (SEM) to approve the submitted names for sabbatical.

Action: Motion was unanimously approved.

Senate Committee on Faculty Equivalency/Local Standards Name Change

President Reece reported that the members of the Senate Committee on Faculty Equivalency/Local Standards have voted to change the committee’s name back to the Senate Committee on Hiring Standards, and asked that the Senate to take the request to the Coordinating Committee.

In response to a comment about the origination of the name change, President Reece explained why he did not pursue objecting to it at the time. He noted that the committee believes the title to be important, and expressed his support of recommending the change (back to the original name).

Motion: It was moved by Senator Soden and seconded by Senator Hallinger to change the name back.

Discussion: In response to a question about the committee’s mission, President Reece explained that he talked to the committee chair, who is
comfortable with the mission. He also confirmed that the committee will continue to work with equivalency and local standards.

**Action:** Motion was unanimously approved.

### SENATE DISCUSSION
#### Authentication of Online Students

Senator Negrete (SEM), who chairs the Technology Based Learning Committee (TBLC), introduced the discussion topic. Senator Negrete provided and read from a memo from the President of the Accrediting Commission for Community and Junior College (ACCJC), Barbara Beno, dated September 24, 2008, and given to the TBLC October 2nd. The memo references a change in the Higher Education Act pertaining to distance education that has been signed into law, and that requires accrediting agencies to implement immediately. The change requires institutions to authenticate the identity of distance education students, but does not say how to do so. The memo states that accrediting agencies “have processes through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit.” Senator Negrete observed that there seems to be some impression that there is more cheating in online courses than traditional courses, but he has not seen any data to support that idea.

Senator Negrete reported that ACCJC President Barbara Beno and Department of Education policy analyst Kay Gilcher attended the recent Western Cooperative For Educational Telecommunications (WCET) conference, and made comments to the effect that the new requirement is the law and should be followed now. Three goals for institutions were identified: that there must be institutional password protection in place; that over time the authentication process must become more efficient; and that the process should be done in such a way that does not interfere with student privacy. Senator Negrete reported that the ACCJC has indicated that it will start to implement the new requirement now, and that they will ask that questions about what colleges have done will be asked during accreditation visits, and that accreditation teams will be looking for evidence to demonstrate the college is authenticating distance education students. He shared his understanding that they will want to see an institutional approach.

The TBLC began to discuss the issue back in October. They had lots of questions at the time, but there was a lack of information and details, so they decided to keep an eye on it and see what develops. However, since the WCET conference, there seems to be an expectation that something be implemented now. Dean Bettino, who attended the conference, sent a memo about having a solution through TalonNet, because it requires students to sign in. Senator Negrete noted that it would not require that all online instructors would have to use TalonNet as their course management system, but that it could simply be the portal through which students would have a password-protected means of signing in.

Dean Bettino offered reassurance that the college is okay, as it can demonstrate that it has made progress. For example, changes in Board policy and administrative procedures have already been proposed to include language about student conduct with respect to students impersonating or misrepresenting themselves either in person or in an
online environment. Also, the TBLC can start looking at best practices.
Dean Bettino acknowledged that TalonNet may not be the (final) solution,
but is one that can get the college through for the time being. He noted that
if the college decides proctoring would be a better solution, then a means
of doing so would need to be developed. He also pointed out that the
Academic Support Center is available to help students learn how to access
their online courses, and that the Innovation Center is available to help
faculty put their course information on TalonNet.
Several Senators and other faculty offered comments, questions, and
suggestions that contributed to a lengthy discussion:

- In response to a question about being able to prevent students
  from not going through TalonNet, Dean Bettino suggested that
  faculty could encourage students to go through TalonNet, noted
  that there is a way to tell if they are doing so, and indicated that it
  is not on the instructor to make sure they all do actually go through
  TalonNet.

- CCFF President Stolze asserted that while the District is legally
  required to comply with changes coming from the accreditation
  commission, California labor law clearly lays out that when there
  are any changes in policy that concern the terms and conditions of
  employment, the District must talk to the Union, and it did not. He
  emphasized the importance of the union being involved from the
  beginning with any policy that affects the terms and conditions of
  employment, and made clear his expectation that that happen.

- It was noted that groups of students cannot be treated differently,
  and what is done for one group of students (i.e., students taking
  online courses) must be done for another (students taking
  traditional classes). The question of whether there is a parallel
  group working on authentication of traditional students was raised.
  One senator explained that at some universities, students are
  required to show picture identification. Rosters Plus was pointed to
  as a possible solution, but there are not always pictures available.
  In response to a comment about not being able to require of
  students that they have a student ID because there is a fee
  involved, Vice President Johnson explained that while it is true
  that students can waive the ID card fee, the problem is more a
  matter of whether they go to actually get their ID. With respect to
  Rosters Plus, Director of Information Technology, Lee Krichmar,
  explained that some students do have ID cards, but their pictures
  are not yet in the system.

- The TBLC has not yet met to discuss the memo that was recently
  distributed by the Office of Academic Affairs, which identifies a
  solution for meeting requirements regarding authentication of
  online students. It was suggested that the issue be sent to the
  committee for discussion and a recommendation.

- TBLC committee members noted that the committee has had
  some discussion previously on this issue, but too little was known
  at the time. The chair shared his understanding that institutions do
  not have the luxury of waiting to act on this—that something must
  be done immediately.

- Questions as to whether or not TalonNet would be able to support
  the entire online community were raised. In response, Ms.
  Krichmar explained that IT is planning for an upgrade, which will
  begin on January 2nd and should be completed January 5th. She
  shared her belief that the new version will be more stable, that
TalonNet has been running better, and that the environment will be able to sustain the online classes.

- One senator made the observation that it is impossible to truly know if a student is who he says he is, and suggested that a statement be sent to the ACCJC.
- It was pointed out that the use of TalonNet as a portal to online classes would be a no (additional) cost solution to meet the expectation of providing institutional password protection.
- The observation was made that statements in the memo appear contradictory. Some seem to support the idea of having more time to implement something.
- The problem is that ACCJC President Barbara Beno says that they have confirmed that accrediting agencies are required to implement the requirements even before rules and guidelines are developed, and that at every campus visit questions will be asked about authentication. The college has an opportunity to satisfy the requirement and preempt issues being raised at our next site visit.
- Observing that the issue could be addressed in a relatively simple way, one faculty member shared his experience with a type of online school that has a relationship with the court system in which the student asserts he is the actual person taking the course and signs a statement under penalty of perjury to that effect. He also noted that such approaches are taken by financial institutions.
- President Reece informed the body that he talked to an ACCJC vice president who said that they will meet with the Department of Education in the spring to figure out how to implement the requirements. The vice president also told President Reece, though was not willing to confirm in writing, that an implementation does not have to be in place by January, but that there needs to be real dialog about planning how to implement.
- President Reece shared his concern about the way in which this was handled, noting that there has been frustration over there not being consultation about a possible solution. He suggested that the issue be moved back to the TBLC for a recommendation, and expressed the importance of there needing to be dialog on the front end.
- It was suggested that workshops be provided on the use of TalonNet, and help faculty get on it in the spring semester.
- Senator Negrete, TBLC chair, expressed his willingness to facilitate a recommendation by the committee. President Reece suggested the committee discuss if TalonNet is the best solution and a timeline for when they think a solution needs to be implemented.
- One proponent of TalonNet shared her positive experience with it.
- It was observed that the lack of communication and shared governance with respect to this issue seems like the same concerns that have been expressed about administration before.
- TBLC members made clear that their committee was informed about the new authentication requirement as soon as it was known, that Dean Bettino has provided the committee with much information about this, and that the committee has been well-informed. It was also noted that the topic had been on the Senate agenda for a few weeks already. The committee chair expressed a willingness to take the topic back to the committee for discussion.
and a recommendation to bring it to the Senate.

**Motion:** It was moved by Senator Obasohan (Humanities/Social Sciences) and seconded by Senator Nagao (Liberal Arts) to send the topic back to the Technology Based Learning Committee.

**Discussion:** There was some discussion about the need to include the Union when there are proposed changes in policy that concerns terms and conditions of employment. An interest in having the TBLC come back with a recommendation was expressed. It was also suggested that if there ends up being a mandate, it does not have to be unfunded.

**Action:** Motion was unanimously approved.

**Leadership: Budget, Accreditation, and Presidential Search**

President Reece indicated he had nothing more to report regarding the presidential search than the information already communicated by President Farmer. He also shared that he has asked President Farmer twice for an update on accreditation efforts because faculty have been wondering, and is uncomfortable because he has yet to receive an update. It was suggested that President Reece submit a request in writing for a summary of the status of the accreditation items for which there was a recommendation.

**ADJOURNMENT**

Just prior to adjourning, President Reece announced a couple of agenda items for the next meeting—one about orientation, and one about how to validate online students. Senator Marks (Health Occupations) requested an agenda item regarding the guidelines for establishing when grades need to be submitted for short term classes.

The Senate adjourned at 12:21 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

**OFFICIAL MINUTES APPROVED BY FACULTY SENATE 12-9-08**

For further details of the meeting, audio recordings are available in the Faculty Senate office located in the Office of Academic Affairs.

**NEXT SENATE MEETING**

**TUESDAY, DECEMBER 2, 2008**

11:05 A.M.

**BOARD ROOM**

Faculty Senate Office Hours: 8:00 a.m. – 5:30 p.m. Monday through Thursday and 8:00 a.m. to 3:30 p.m. Friday.
Visit the Faculty Senate Web Page
www.cerritos.edu/faculty-senate
for agendas, minutes and other information of interest to faculty, staff and others.