



**ACADEMIC SENATE MEETING
APPROVED MINUTES
NOVEMBER 6, 2014**

Members Present: James Todd (President) (by Phone), Curtis Martin (Vice President), Bill Anelli, Rob Stevenson (sub for Chad Redwing), Deborah Laffranchini, Adrienne Peek, Allan McKissick, Allen Boyer, Barbara Jensen, Belen Robinson, Christopher Briggs, David Chapman, Elizabeth David, Elizabeth McInnes, Ellen Dambrosio, Eva Mo, Gail Brumley, James Dorn, Jim Howen, Jim Stevens, Layla Spain, Luis Rebolledo (ASMJC President), Mike Adams, Nancy Wonder

Members Absent: Bob Droual, Kevin Alavezos, Paul Berger, Travis Silvers

Guests Present: Barbara Adams, Brian Sinclair (Faculty Liaison to the Board, Laurie Hatch, Leticia Miller, Ross McKenzie, Susan Kincade (VP of Instruction), Laurie Hatch

I. MINI LESSON – CURTIS MARTIN

C. Martin informed the Senate body that a mini lesson would not be presented as E. Mo would show a short video.

E. Mo mentioned that at Institute Day, Becky Ganes, Psychology professor, won the first Online Instructor of the Year. As part of winning that award B. Ganes had to do an online presentation to show what she does in her class. In the video presented, B. Ganes talked about how she brings interaction into her online class.

II. APPROVAL OF ORDER OF AGENDA ITEMS

(M/S/C) (A. McKissick, A. Peek) Move that the Action/Discussion items be moved ahead of the reports.

18 Ayes, 0 Opposed, 0 Abstentions

III. APPROVAL OF THE MINUTES (OCTOBER 30, 2014) - not completed, will have at next meeting

IV. CONSENT AGENDA

A. McKissick mentioned that he would like to see A. Course Proposal Justification Form and Process, Curriculum Committee of the Consent Agenda to take place in the Curriculum Process under Action/Discussion Items, Continuing Business.

There being no objections, C. Martin reported the Consent Agenda was approved.

ACTION/DISCUSSION ITEMS, Moved up from VI.

A. Continuing Business

1. Curriculum Process/Course Proposal Justification Form and Process, Curriculum Committee

M/S/C (C. Martin, J. Howen) Move to limit the debate to 45 minutes and 5 minutes per speaker. Non Debatable, Two Thirds vote needed.

18 Ayes, 0 Opposed, 0 Abstentions

The question was brought up by A. McKissick as a Point of Information about #7 of the Curriculum Review Process. If a current course is not in compliance and a proposal is made to revise it and it is not approved, then there is a course that is still not in compliance. What would happen then?

M. Adams used that particular wording because he is unsure what would happen but if something was determined to be the proper way to handle them, they would be handled in the proper way.

A. McKissick said his question was not answered.

E. Mo mentioned moving around items. Before getting into serious discussion she would like to have a few things done. She would like to have 2 and 3 moved to first in our discussion.

M/S/C (E. Mo, A. McKissick) Move to change the order of the Action/Discussion Items, Continuing Business, #2 Electronic Voting (Senate Rules Change) and #3 Elections Announcements to be first in our discussion. There being no objections, C. Martin reported the Discussion Items, Continuing Business, #2 and #3 will be moved to the first items of discussion.

2. Electronic Voting (Senate Rules Change)

R. Stevenson mentioned that the rules are not on the table today as they are trying to look up a Brown Act question that is not easy to answer. They wanted to speak to the changes that will be put on the table at the next meeting and what they will be. Previously the body approved looking into electronic voting and there was no follow through. The Academic Senate is now at the point of a big election and would like to make sure a lot of paper is not wasted and do an onerous and difficult process when it is not necessary. The two changes are as follows for your perusal and the two reading requirements will be on the table at the next meeting.

1. Intent to include Electronic Voting as an option, and 2. Would like to continue in the case of contested elections, to send out electronic ballots to all faculty members, but in an uncontested election have the election in this body so there will be no wasting of time and effort.

M/S/C (R. Stevenson, E. Mo) Move to suspend the rules for the upcoming election to allow for electronic voting for the President and Vice President. Non Debatable, Two Thirds vote needed.
18 Ayes, 0 Opposed, 0 Abstentions

R. McKenzie to check with his boss to see if Academic Senate may share the YFA server for the electronic voting, which is in his name.

M/S/C (J. Dorn, M. Adams) Move to approve Electronic Voting as amended.
18 Ayes, 0 Opposed, 0 Abstentions

3. Elections Announcements

J. Todd made the announcement that the positions for President and Vice President are now open and nominations are to be into the Academic Senate by the next meeting on November 20, 2014. The names do not have to be on the agenda, but can be announced at the next meeting.

R. Stevenson mentioned adding a line on the next agenda for Senate Elections for the opening of nominations for the Executive Committee positions. Usually the voting for those positions takes place after the winter break.

1. Discussion to continue on the Curriculum Process/Course Proposal Justification Form and Process, Curriculum Committee.

Discussion took place regarding the Curriculum Review Process. L. Hatch went over what happened previously if courses were not currently compliant; they were advised to clean up, update or inactivate courses or courses would be inactivated. She also explained what happened if a course was returned to the originator and what the options were.

M/S (A.McKissick, E. Dambrosio) Move to approve the two documents Course Proposal Justification Form and Curriculum Review Process.

Discussion took place with suggestions and comments about unit values. A comment was made that the Chancellors Office clarified the statement *minimum* referred to content and not unit value. This document clarifies hearsay and people come with varying documents that say different. A narrative that justifies your position would need to be provided. Until it is on paper and clarified it can't be compared. This needs to be moved on or a degree will be lost.

The question was asked if there is a denial from the Curriculum Committee, using the Course Proposal Justification Form, is there a place that the denial would be placed and made clear. The justification, rationale, conversation and vote of a denial would be written in the minutes of the Curriculum Committee. There was discussion about placing that information on the Course Proposal Justification Form. L. Miller mentioned on page 2, Under Summary of Committee Concerns, there is an interactive field next to (Representative: Please give specific reasons the reason the proposal was returned here.) The reasons could be placed here that are identical to the minutes. L. Miller agreed to put the justification and rationale for any denial under the Summary of Committee Concerns, page 2, that is identical to the Curriculum Committee minutes.

Ross McKenzie wanted to address page 7, 3B3: C-ID Unit Value (Transfer courses only) It specifically mentions Transfer courses only, he assumes that at the moment C-ID only affects transfer courses only, C-ID descriptors for Basic Skills classes are in the works. He went to a session a few months ago and his question is if C-ID descriptors are made for basic skills classes would this document be revisited to address that?

Barbara Adams said the document is presumed to be a living document. They know it looks good, they will start with it and then they will get feedback.

M/S/C (A.McKissick, E. Dambrosio) Move to approve the two documents Course Proposal Justification Form and Curriculum Review Process.

17 Ayes, 0 Opposed, 1 Abstention (James Dorn)

4. FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor, 2nd Reading

M/S (A. McKissick, D. Laffranchini) Move to approve Resolution FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor, 2nd Reading.

A. McKissick said he brought in something in case it was needed. There has been some discussion about the role and governance status and connections of the DE Committee. He brought page 34 from the current DE Plan: Item D. Please peruse at your convenience. It explains the requirement of that committee to communicate with the Academic Senate on matters of Senate purview, which is highlighted in yellow and some people thought the general governance flow chart might also be helpful.

M/S/C (A. McKissick, D. Laffranchini) Move to approve Resolution FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor, 2nd Reading.

18 Ayes, 0 Opposed, 0 Abstentions

5. Draft of MJC College Goals

C. Martin said this is an ongoing discussion and you were asked a couple of meetings ago to take this back to your constituents and see if there were any recommendations.

B. Jensen was asked by her someone in her division and was wondering if ESL or non-native English speakers should be specifically included in Goal 1.3 or Goal 1 of the second document College Mission, Draft Strategic Directions and Draft College Goals. The goal lists CTE, Transfer, Basic Skills and General Studies, but ESL does not seem to fit in any of those broad categories.

C. Martin asked S. Kincade if Brenda Thames was the person that brought this to College Council. S. Kincade affirmed that Brenda Thames brought this to College Council and

said it was discussed and widely vetted but is sitting at College Council and supposed to be discussed on Monday, November 10, 2014.

When the question “what is this document for?” was asked, S. Kincade answered this is the basis for how the strategic planning is done. It is how we move forward and say these are the goals as a college at MJC. A. Peek also said it is a basis of how we make decisions about how we spend our resources.

There was further discussion on the repeatability issue being repealed and how it affected how the college will facilitate lifelong learning as stated in Goal 1.2. Unless courses are attached to a degree those courses can't be offered.

B. New Business
1. Student Equity Plan

J. Todd mentioned the Student Equity Plan will need to be approved by December 4 and will need to have Board approval by December 10. He briefly went over the meeting that took place on October 31 with Brad Phillips from Institute for Evidence-Based Change. Brad Phillips will look at some of our data, analyze it and will come back to give his thoughts at the Student Success and Equity Committee Meeting on November 17. Brad will also meet with the writing group on November 21 and November 24 to help construct the plan. J. Todd's hope is to continue to give feedback to the faculty and college body in terms of what is being built, and anyone who would like to be part of the conversation, please attend the SSEC meetings or volunteer to help write the plan. He will try to get everyone updates and an updated plan by November 20, 2014. This is just an announcement to look for a draft plan very soon.

V. REPORTS

A. ASMJC Senate – Luis E. Rebolledo

Luis Rebolledo had three things to report. In August, ASMJC spent \$12,000 and purchased some light Broadcast equipment and was just received about 1 ½ weeks ago. He showed some footage from the wrestling tournament in Santa Rosa. You can go to www.ustream.tv/channel/asmjc and you will go to the live broadcasting channel and will be able to see the majority of the sports that we host. They will be able to broadcast academic items also. They would like to be able to partner with different areas in the future. Eventually they will have several camera crews around the fields and will be having cut ins and cut outs. This was all student driven.

Tonight at the State Theatre there will be a showing of the Fall of the Berlin Wall.

Next week on November 12, 2014, there will be a Water Rally located at Mary Stuart Rogers Building on West Campus. It is essentially a Town Hall. As we are currently in a drought elected officials are being brought in along with different members of the community, from farmers, to elected members from MID, TID and different water boards and State Water Board officials will be coming as well. They will be discussing the situation and what can be done as a community to save water and look at the impacts of the different communities in Stanislaus County. There will be a food social at 5:30, and the discussion will take place at 6:00 pm and end approximately 8:00 pm. If people can spread the word, students will get extra credit.

Cram Night will be on December 4, 2014. Expect an email for an RSVP and what kind of equipment you would like to see at the event. It will be from 8:00 pm – midnight.

Debbie Laffranchini would like the issue brought up with ASMJC about students not reading their email. Maybe have ASMJC ask Administration when a student registers ask what email they use, and have it made available to faculty also.

B. Instructional Administrator – Susan Kincade

S. Kincade wanted to commend the Curriculum Committee and their taskforce and thanked them for their hard work. She also wanted to thank the Enrollment Management Group and for coming to the sessions once a month on Wednesdays and they plan on bringing in a guest speaker from San Joaquin Delta to talk about enrollment management.

S. Kincade also wanted to mention that the base for FTES are 14,455 and are still 7,200 short. So we need to make sure spring 2015 is rather large along with Early Start summer, so she is making a general plea for overload and extra sections.

- C. President's Report – James Todd – no report
- D. Accreditation Council – Ellen Dambrosio (reporter until Chad Redwing returns) – no report
- E. Instruction Council – Debbie Laffranchini – no report
- F. Facilities Council – Jim Howen

J. Howen said the event was discussed where a former student, while being on campus with friends had a stroke/massive heart attack and passed away on route to the hospital.

An incident took place where one student was taking a video of the rescue attempt and the attempt to revive and Security ushered them away. There seems to be an issue of freedom of speech, access and that it is a public area and it was a public event versus what the administration claimed was a privacy right with the HIPA laws etc. The discussion went to first amendment is constitution and HIPA is a federal law. Those two together would say the right to free speech, and the freedom of expression would trump any federal laws on HIPA and privacy rights.

Security used an AED Defibrillator to try to restart the victim's heart. Security has access to an AED but it seems no one else does. An AED was requested, especially in the Electronics Lab and to have training provided, where a response could be done more quickly than waiting for Security, especially during evening classes.

The naming of buildings on east and west campus was discussed. West campus was close to naming all the building in the Yosemite type of them and it broke down due to Science didn't want to do that. It is unknown what will happen on east campus because there the North Hall (old Science Building) needs to be named. Discussion also came up regarding Electronics Building and the Journalism Building. There is one Electronics class in the Electronics building, but most of that program is on west campus and journalism has not been around for a few years.

Unfunded projects were discussed. Previously a list of priorities was voted on and it was told there was \$11,000,000 available. Apparently that was an estimate. They have been told there is not an exact amount available and as it comes available and projects are closed out those extra dollars are being applied to a list that the board approved which is different than what was originally voted on.

The student benches that were scheduled to be installed in Founders Hall were discussed. Facilities had agreed to install the benches without obtaining approval. Administration was unaware of it and Facilities Council never approved it. It is a large construction project and there are procedures to follow to have this done. It was scheduled to take place during the Christmas break. It's a great idea but they had been told for years that the Fire Marshall would not allow certain types of seating, especially if there is a mass exit from the building in the case of a fire or some other event. There are rules stating how wide of a hallway we have for so many people and upstairs and with seats installed it would narrow the hallway. An approval from the Fire Marshall has not been obtained. Facilities Council has asked that it be placed on hold. It was requested that it be mentioned that students also sit on the concrete wall on the North end of Founders Hall, and in the event of a mass exit, there is not much room to get out. J. Howen will bring it up.

It was requested to see if there was a way to obtain a copy of the unfunded list Facilities had versus the unfunded list the board approved. J. Howen said the only list that passed is the list the board approved and more road projects than other projects were approved and he does not have a copy of that list.

The steam pipes on the sidewalk on the west side on Founders Hall were brought up. There was a steam leak and it is a temporary situation. Instead of shutting down the entire building and having it be cold they are trying to bypass where the steam leak is, work on the leak and then

repair it properly. C. Martin spoke to someone and it will take about two – three months. It was mentioned that it would have been nice to have some communication about what is happening.

A. McKissick mentioned he was unaware of the incident on campus regarding the individual with the stroke/heart attack. It was a big deal to students and was causing them stress and to find out days later, it would have been nice to have had some kind of announcement.

R. McKenzie said it was discussed at the YFA Representative Council and in particular the counselors needed to be informed because students would come to them for counseling and counselors had not been informed of what took place.

G. Resource Allocation Council – Kevin Alavezos – no report

H. College Council – Curtis Martin – no report

I. Faculty Representative to the Board – Brian Sinclair

B. Sinclair mentioned that he attended the Student Equity Workshop on Oct. 31 and thought it was very good. He spent some time at Columbia, and was impressed with their Hiring Prioritization and handling things in a very collegial manner even though they are stressed and under pressure.

J. Curriculum Committee – Curtis Martin or Barbara Adams – report attached

K. Distance Education Committee– Eva Mo – report attached

L. Student Services Council – Ross McKenzie – no report

M. Faculty Professional Development Committee and PDCC – Bill Anelli

B. Anelli said Professional Development met on November 5 and is looking at space in the Library. They have been planning Institute Day and it is coming along. Title V has ended and they are looking at options for mini grant funding. They are also waiting for the end of the year Title V report.

N. Outcomes Assessment Work Group (OAW) – Eileen Kerr – no report

O. District Advisory Technology Committee – Michael Smedshammer or John Zamora – no report

VI. ACTION/DISCUSSION ITEMS

A. Continuing Business

1. Curriculum Process – already covered
2. Electronic Voting (Senate Rules Change) – already covered
3. Elections Announcements – already covered
4. FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor, 2nd Reading – already covered
5. Draft of MJC College Goals – already covered

B. New Business

1. Student Equity Plan – already covered

C. ITEMS FOR FUTURE AGENDAS - Student Equity Plan

D. ANNOUNCEMENTS - None

E. OPEN COMMENTS FROM THE PUBLIC - None

F. OPEN COMMENTS FROM SENATORS - None

G. ADJOURNMENT Adjourned at 5:34 pm

H.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the MJC Academic Senate records the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority."

Academic Senate

Curriculum Committee Report

Submitted November 5, 2014

The Curriculum Committee

The Curriculum Committee met on Tuesday, November 4, 2014 at 2:40 PM for their regularly scheduled meeting.

- Committee Actions:
 - Reviewed 17 and approved 16 course proposals (inactivations, revisions, and adoptions)
 - 3 courses pulled, discussed at meeting - 2 approved, 1 not approved
 - Reviewed and approved 8 requisites requests (maintaining, requesting new)
 - Reviewed and approved 0 local requirement requests (maintaining, requesting new)
 - Reviewed and approved 9 GE requests (maintaining, requesting new)
 - Reviewed and approved 6 DE proposals (maintaining, requesting new)
 - Reviewed and approved 5 materials fees requests (increasing, requesting new)
 - Reviewed and approved 2 programs (modification and inactivation)
 - Reviewed and approved Advising Grid for 2015-2016 MJC Catalog
 - Reviewed and approved Curriculum Review Process and Course Proposal Justification Form

Respectfully submitted,

Barbara Adams, Curriculum Co-Chair (Elected by Curriculum Committee)

Distance Education Report to Senate – November 2014

Senate reps on DE: Mary Silva, Iris Carroll, Eva Mo, Leslie Collins

Numbering system reflect the DE agendized number.

- 1. Using percentages for online evaluation:** It was recommended to YFA that faculty who teach online should be evaluated on the same percentage of a “regular” 16-week semester. For example, in the regular semester, the evaluator has access to the online class from week 8 through week 10. A shorter course (a 5 or 10 week course for example) should use the same percentage of the semester to be evaluated. What is not clear (Mike agreed to look into it) is if the length of evaluation is also based on percentages or still two weeks long.
- 2. Becky Gaines as Online Faculty of the Year:** If you were at institute Day, you know that Becky Gaines won the DE Faculty of the Year Award. She has created a small video on how she makes her class more interactive. See it at this address:
<http://www.mjc.edu/instruction/online/onlineinstructor.php>
- 4. Microsoft Office 365:** Did you know that our students now have access to the full Office suite (cloud based) through their YCCD email since mid-October? Yes, we need to get this information out to our students.
- 5. Student Orientation to Blackboard Course:** Mike has completed the Student Orientation to Blackboard Course. If you are teaching online and would like your students to take this quick course (it should take about two hours) to learn how to do things in blackboard, email Mike Smedshammer for the link and information on how to get students to take this course.
In addition, it was recommended that online faculty could make a short video introduction (optional but recommended) about their course, and have it linked in the “important notes” column in the class search online tool (division secretaries have access to this one line). It was further recommended that all online classes have the link to “are you ready to take an online class” interactive tool next to each online class in the “important notes” column. This interactive tool (online readiness) is currently housed at the MJC Online Site. However, it was mentioned that students rarely see this and use it before they sign up for an online class. That’s why we would like it linked where they look for courses.
- 8. Blackboard Update:** We will need to continue using blackboard for at least two more years. It is anticipated that the price will be going up approximately from \$118,000/year to \$165,000/year (which will include more space for more classes and other bells and whistles). The price will be negotiated between MJC and Blackboard in the coming months.
- 9. OEI:** The Online Education Initiative has delayed deciding on the CLS system they will use until February (Blackboard, Moodle, etc.). Although we are not officially part of the pilot (Summer 2015 pilot for local students, Fall 2015 for students in California) Columbia College is, and their faculty teaching for them are all MJC Full time faculty (we will not have administrative experience but we will have experienced faculty). It is not clear yet how it would work regarding timing and process. For example, it is rumored that students will not be allowed to take classes from another college until all the classes (that particular class) from their own institution are filled and there is no space for the student. The initiative focuses on bottleneck feeder transfer courses, so not all courses will be accepted. They also report (at least for the pilots) that they will have 24/7 full online tutoring assistance to the students. If you want to learn more about OEI, read their blog:
<http://ccconlineed.org> <http://ccconlineeed.org>

11. Senate: Relationship of DE with the Senate: It was brought up in previous meetings that members were confused about DE's relationship with MJC's other councils, committees, and bodies. The senate was brought up in this conversation. The relationship between DE and Senate has been clarified and reasserted. We looked at the DE Master Plan, and on page 37 (most recent version) it states under [DE] Areas of Responsibility: "Communication with the Academic Senate on topics relevant to Senate purview over academic and professional issues, including curriculum, faculty professional development, educational program development, student preparation and success, relevant planning and budget development, etc."

Senate Resolution Online Load Factor: DE members wanted to know what this resolution was about. Senate Rep Eva Mo explained the resolution. It was asked if this resolution would hinder or support what she is doing in the DE Subcommittee on Online large class provisions. Because the subcommittee has taken on the task to do data based research, the time required to do this will bleed into the spring semester. Therefore, if the Senate Resolution is successful in delaying implementation of recent policy, it would be helpful. However, she also said that the current agreement between YFA and administration may be useful as well for a short term solution (until we better understand the context). She would prefer to take the time to implement data driven recommendations than to rush through the work of the committee. The committee clarified their charge at their first meeting (from their first report): "After a long discussion, it was decided that the charge of only looking into large class formats in the online modality was too limiting. If we are going to better understand how online large class formats fit into the bigger picture of course modality, we needed to widen our scope for comparative purposes."

Charge: Assess the impact of online load factors, course delivery formats, and guidelines."

Currently, the committee will be looking at the following:

Current research and literature on online pedagogy (state and national)

DE Master Plan

Accreditation Report and Standards

Contract

Engaging All Voices

OEI

Survey to California community colleges (with a focus on our cohort)

14. Program Review: Mike will be looking into doing a Program Review for DE.