



**ACADEMIC SENATE MEETING
APPROVED MINUTES
OCTOBER 16, 2014**

Members Present: James Todd, Curtis Martin, Deborah Laffranchini, Bill Anelli, Adrienne Peek, Allan McKissick, Allen Boyer, Barbara Jensen, Belen Robinson, Christopher Briggs, David Chapman, Elizabeth David, Ellen Dambrosio, Eva Mo, Gail Brumley, Jim Howen, Jim Stevens, Kevin Alavezos, Layla Spain, Luis Rebolledo (ASMJC President), Mike Adams, Nancy Wonder

Members Absent: Bob Droual, Elizabeth McInnes, James Dorn, Luis Rebolledo (ASMJC President), Paul Berger, Rob Stevenson (sub for Chad Redwing), Travis Silvers

Guests Present: Barbara Adams, Brenda Thames (VP of Student Services), Brian Sinclair (Faculty Liaison to the Board)

I. PARLIAMENTARY PROCEDURE MINI-LESSON – Types of Motions – tabled until next meeting

II. APPROVAL OF ORDER OF AGENDA ITEMS

C. Martin suggested moving the Order of the Agenda Items, #3 of New Business, Draft of MJC College Goals to before the reports.

M/S/C (C. Martin, M. Adams) Move to approve the Order of Agenda Items with the change.

20 Ayes, 0 Opposed, 0 Abstentions.

III. APPROVAL OF THE MINUTES (OCTOBER 2, 2014)

M/S/C (E. Dambrosio, J. Howen) Move to approve the October 2, 2014 minutes with minor language changes.

20 Ayes, 0 Opposed, 0 Abstentions

IV. CONSENT AGENDA

A. Appointments

1. Academic Senate Webpage Webmaster – Bill Anelli

B. Invitations

1. Brad Phillips, CEO, Institute of Evidence Based Change, Friday, October 31, 2014 for college wide presentation concerning Student Equity planning, implementation and evaluation.

C. Approvals

1. Instructor of Agriculture, Registered Veterinary Technology - Agriculture. The salary and benefits for this position is categorically funded through the California Career Pathway Trust Grant, awarded for 2014/2015 to 2018/2019. After this time, the position would need to follow the hiring prioritization process as a possible “growth position” to be evaluated alongside all other proposed positions in the growth pool.
2. Instructor of Logistics/Supply Chain – Technical Education. The salary and benefits for this position is categorically funded through the California Career Pathway Trust Grant, awarded for 2014/2015 to 2018/2019. After this time, the position would need to follow the hiring prioritization process as a possible “growth position” to be evaluated alongside all other proposed positions in the growth pool.

M/S/C (C. Martin, A. McKissick) Motion to pull C. Approvals from the Consent Agenda and to be placed on the Agenda at the October 30, 2014 Academic Senate meeting.

20 Ayes, 0 Opposed, 0 Abstentions

M/S/C (C. Martin, M. Adams) Motion to approve the Consent Agenda with A. Appointments and B. Invitations.

20 Ayes, 0 Opposed, 0 Abstentions

Draft of MJC College Goals – Brenda Thames

B. Thames said fall 2013 College Council commissioned a Taskforce, a sub-committee of College Council, to develop ideas in the direction they would like for college goals. It would be something for College Council to begin a discussion on college goals. The work was completed in fall 2013, but due to other priorities in Spring other priorities took place. They were able to get back to the goals this fall and the drafts about college goals from the Taskforce were sent to College Council as a discussion item.

The first document (Draft – MJC College Goals) is the finalized work of the Taskforce. The second document (commentary) was also sent to College Council because a few members had other opinions not brought up during the process. As the chair, B. Thames felt everyone's opinions and ideas should be considered and in the spirit of "Engaging All Voices" she thought it was important because it informs the work which was done.

B. Thames said the third document (College Mission, Draft Strategic Directions and Draft College Goals) was something she developed as Chair. After some training in the summer and receiving some mentoring from colleagues in Southern California, she had a better idea of what was needed. She felt the goals were too broad and stretched out the original goals further to give College Council another view on how it could look.

This is just to give College Council a starting point for discussion. It is also open for feedback. It was stated that representatives are urged to take back to their constituents and if there is any feedback it can be forwarded to C. Martin, J. Todd, D. Laffranchino, B. Anelli before College Council on October 27 and it will also be put back on the agenda at the next meeting for discussion. J. Todd said he would send out the documents to Faculty and ask them to go to their representatives for feedback.

J. Todd reviewed why college goals are important. In Program Review you have to justify some of the resource requests and frame your program review around goals.

B. Thames said the charge of the Taskforce was not to bring anything that was metric specific or time crunch specific and those guidelines were adhered to.

V. REPORTS

A. ASMJC Senate – Luis E. Rebolledo

L. Rebolledo mentioned there was a Veterans Resource Fair today which was co-sponsored by our Senator for Veteran Affairs and one of the things to report to Academic Senate and for those that teach in Founders Hall, money was approved for the installation of 36 benches that will be installed during the winter break on both the first and second floor of Founders Hall which should alleviate some of the students sitting on the floor. In the spring semester in Founders Hall both on the first and second floors there will be new electrical receptacles so students can plug in with their USB port direct into the electrical receptacles. The next Student Senate meeting is October 24, 2014.

J. Howen asked if Facilities Council was consulted regarding the benches.

L. Rebolledo said that it went through Tim Nesmith and Tim Nesmith and Professor Demitri checked the measurements and acknowledged them to be ADA compliant and should hold up.

J. Howen suggested that it be taken to Facilities on Monday. It had been discussed for a long time and was told benches were not allowed in main hallways if they were not bolted down, in case of an emergency fire exit. J. Howen was informed that the benches would be bolted to the wall. J. Howen suggested that L. Rebolledo take this to the Fire Marshall for authorization and run it through Facilities.

B. Instructional Administrator – Susan Kincade – No report

C. President's Report – James Todd

J. Todd gave an overview of what the college has been going through since last fall.

J. Todd mentioned the Accreditation Midterm Report and the Basic Skills Initiative Plan were passed and explained what is happening with the Student Success Support Program (SSSP). The plan has not been fully completed due to a lack of getting everyone together on all four parts of the plan. The budget part of the plan is very difficult and complicated to get done. A general draft was passed out previously and a first reading was

done. An extension was requested and received with a deadline of November 2, 2014. J. Todd and B. Thames hope to have the SSSP plan to senators one week ahead of time for review. If errors, mistakes or problems are found please inform J. Todd or B. Thames.

Upon looking for ways to get the work done, it is not possible without more counselors. Four positions have been lost in counseling in the last couple of years. Four categorical requests for counselor positions have been turned in. The funding for those positions would be out of the SSSP plan. The best case scenario, as we are able to hire categorical funded positions and as we are able, if we feel, as an institution, it is decided to institutionalize those positions into growth position it would go through the hiring process at Instruction Council.

The last and largest plan being worked on is the Student Equity Plan. The plan is to have Brad Phillips come on October 31, 2014. We would like as much participation as possible. The plan is to inform participants what student equity is, what our data is, what a plan looks like, have some solutions proposed for us and for us to draw on our own data. This event is for everyone, staff, faculty, students and administrative leadership, all together thinking about Disproportionate Impact. J. Todd explained what Disproportionate Impact is in relation to different populations on campus and what needs to be done to assist those students to be able to meet the same goals as others.

The District received 1.2 million dollars in equity funding with two conditions: 1. There is no supplanting and 2. It can be used for professional development, research and getting that money back closer to students. The plan has to bring everything together, Student Services, Student Success and Support Program plan (SSSP), with basic skills and all the categorical plans. It is the umbrella plan of how we address student success on campus.

The Educational Master Plan is in process and was in Instruction Council. Susan Kincade asked for names of those that would like to be part of a group that would build our Educational Master Plan.

J. Todd mentioned the Accreditation Chair position is still open.

C. Martin will represent the Senate as our delegate for the Plenary sessions at the State. They have a list of resolutions which will be sent out electronically for review.

D. Accreditation Council – James Todd

Since J. Todd was out of town, E. Dambrosio mentioned the Accreditation Council met and a substantive change report will be coming up that will be worked on, the November meeting was cancelled and will meet again in December. J. Todd asked if E. Dambrosio would be a reporter for Accreditation Council until C. Redwing returns. She accepted.

E. Instruction Council – James Todd – report attached

F. Facilities Council – Jim Howen

There will be a meeting on Monday, October 20, 2014.

G. Resource Allocation Council – Kevin Alavezos

Last meeting was cancelled; the next meeting is October 17, 2014.

J. Todd requested K. Alavezos to find out what is the best process for every department on campus to put in a funding request once a year. J. Todd suggested showing Al Alt the supplemental funding request that was received from Jill Stearns and the other way is to show him how the program review funding works, because in February or March the ranking process of the requests will take place.

H. College Council – Bill Anelli and/or Curtis Martin

C. Martin mentioned the Board Policy was reviewed regarding some changes dealing with field trips, policies regarding animals on campus were discussed, and Brenda Thames made the same presentation that she made here. C. Martin suggested that Brenda Thames make the presentation at Academic Senate. No major decisions were made.

B. Anelli said there was some discussion about visits that some of the administrative leadership made to other colleges like Santa Ana which has a large non-credit program.

I. Faculty Representative to the Board – Brian Sinclair

B. Sinclair sent out a list of faculty that volunteered to have Board members visit their classroom. Anne DeMartini, who was in attendance at Academic Senate, mentioned that she did a visit to a classroom that day. Hopefully other members will want to visit classrooms in the future. B. Sinclair attended meetings with three Board members.

J. Todd welcomed Trustee DeMartini to the Academic Senate meeting. He mentioned that there will have to be an election because this is the last semester for B. Sinclair as Faculty Liaison to the Board and that will be coming up soon. If anyone on campus is interested please contact him. J. Todd will also contact Ted Hamilton to see if there is any interest at Columbia.

J. Howen had a question for Trustee DeMartini. He noticed one of the policies discussed hiring. He noticed areas in the old policy crossed out and one of them was faculty being hired did not have to meet minimum qualifications and the Chancellor could write the rules.

Trustee DeMartini mentioned the Board policies go through every other committee. The Board does not see the policies until every other committee has seen them. There is pressure to have the stamp of approval on the document. She objected to a lot of the wording. We'll see what comes back with the second reading. Basically you don't have to qualify anymore.

C. Martin said it is not a Board Policy; it is the law; that is Title V. No Board policy can trump Ed Code or Title V.

J. Howen requested that Academic Senate look into the Board Policy regarding faculty being hired did not have to meet minimum qualifications and the Chancellor can write the rules. Under the guise of equity for fairness or whatever the goal is, if it is no longer necessary to meet minimum qualifications and the Chancellor can write the rules, unilaterally there is an approval process, it would be good to know.

J. Todd said this could be brought back formally for further discussion or it can be discussed at Executive Committee.

J. Curriculum Committee – Curtis Martin – report attached

During the Curriculum Committee Report, A. McKissick wished to make a motion. After some confusion over whether the motion was in order, A. McKissick submitted it as a request:

It is requested that the Executive Committee oversee a written report to the Senate which explains the significant issues involved in current discussions concerning high-unit value courses, with a summary of arguments for primary positions on those issues.

The request was for the report to be provided to the October 30, 2014 meeting of the Senate, or as soon as feasible thereafter.

K. Distance Education Committee– Eva Mo – report attached

Allan McKissick has been asked by colleagues regarding Distance Education (DE). One of items was addressed in the report. Distance Education said that some issues are the purview of the Technology Committee, which has not met, and he has addressed some concerns and communications to our president. He has had two colleagues come to him and asked why the committee wasn't meeting and another mentioned that he wanted to join the Technology Committee, and didn't know who he talks to. J. Todd will follow up. A. McKissick also said #3 on the report, as to the clarification where the DEAC reports, in a prior meeting he read the following, from the Distance Education Plan 2012/2017, under the Areas of Responsibility, the last bullet point reads *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.* On issues relating to faculty purview, it is written in the description Distance Education, that it is the responsibility to report to the Senate.

Eva Mo asked about the relationship between DE and the Senate. Non-Senate people may not understand, and DE is trying to articulate the Senate's relationship with DE.

A. McKissick stated the Senate has relationships with all the councils, but this is a committee. It is the DE Committee's responsibility to communicate to the Senate, not just the Senators to report to Senate. If the committee doesn't report back to the Senate it is not doing its job.

E. Dambrosio mentioned on October 15, 2014, at the Technology Committee, J. Zamora said he is working with A. Alt to get the meetings going again.

L. Student Services Council – vacant – report attached

M. Faculty Professional Development Committee and PDCC – Bill Anelli

During the Professional Development and Campus Committee meeting (PDCC) it was discussed that it was unnecessary to have an actual space for them. They also discussed Title V ending and new sources of money available for faculty and staff for Professional Development. An option is an Employee Campaign which might generate \$30,000 a year and could temporarily supplement conferences while waiting for a renewal of Title V, if that happens. An option was that it could be funded by 25% of each department on campus. Things faculty could do in terms of professional development, besides conferences, could possibly be brown bag lunches, and faculty learning community and ideas for staff were also discussed. To further identify professional development it was agreed more information is needed about our students in terms of surveying them.

Institute Day is scheduled for January 9, 2015, with one breakout session on Friday with a speaker, from the Research and Policy Group for Community Colleges and also breakout sessions on Thursday, January 8, 2015.

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

VI. ACTION/DISCUSSION ITEMS

A. New Business

1. FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor

M/S (A. McKissick, A. Boyer) Move to approve Resolution FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor for a 1st Reading.

A. McKissick read the resolves in the Resolution. A. McKissick deferred to the people most directly involved.

Upon receiving the question what is the consultation process that was referred to in the 1st Therefore, C. Martin pointed out the process is mentioned in the 5th Whereas. It did not go to Curriculum Committee, Distance Education Committee and Academic Senate. It has to do with class size which is a curricular issue and therefore falls under the purview of Academic Senate. C. Martin referred to the 2nd Whereas which states: YCCD Board Policy 7-8049 states that the Board of Trustees shall "rely primarily" upon the advice and judgment of the Academic Senate on curricular issues.

The motion is to have a 1st reading, take to our constituents, obtain feedback and have a vote at the next meeting.

Discussion took place about the class size and what is good for student success.

Upon the question being asked of E. Mo about if this had to do with online classes being merged, E. Mo gave a brief history of what she believe is happening with this resolution which happened during the summer, this semester and may happen in the spring in a more vigorous manner. DE has created a sub-committee in response to Senate request and the sub-committee met last week and clarified their charge, their values, the areas where to find data and the issues surrounding the situation. The sub-committee will be data driven and help better understand the implications of student load factor.

E. Dambrosio said inside the 2nd Therefore: the recent policy is mentioned and requested that it be attached to the resolution.

There was a suggestion that some of the arguments that were laid out by E. Mo be submitted in writing.

Please return comments to E. Mo and anyone that wants to forward such arguments and observations to A. McKissick, and he will pull them together.

M/S/C (A. McKissick, A. Boyer) Move to approve Resolution FA14-A: Lack of Consultation in New Policy Regarding Online Load Factor for a 1st Reading.

20 Ayes, 0 Opposed, 0 Abstentions

2. Getting Our Message Out – How Best to Engage Our Voices, A Discussion

C. Martin said was one of the issues is how to communicate better with our constituents and we are trying to reach out to the Academic Senate community. He mentioned that some of ideas were taken from the ASMJC webpage. It was decided to have a webpage to improve the engagement of faculty. Feedback to B. Anelli would be desirable.

B. Anelli went over several examples that could be put on the webpage.

C. Martin created a Facebook webpage as a place that could mediate discussions, with conditions. It is important to keep certain rules of decorum. What he would post would have to do with professional academic matters. He wanted a place where people could post comments.

VII. ITEMS FOR FUTURE AGENDAS - none

VIII. ANNOUNCEMENTS – G. Brumley had an answer to the question about discussion from written report. It can go to discussion, if a 1/3rd of the assembly states it needs to be made or motions to be made only on exact items in the minutes of the reports.

IX. OPEN COMMENTS FROM THE PUBLIC - none

X. OPEN COMMENTS FROM SENATORS - none

XI. ADJOURNMENT

M/S/C (J. Howen, C. Martin) Motion to adjourn.

20 Ayes, 0 Opposed, 0 Abstentions

Adjourned at 5:30 pm.

"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."

The Curriculum Committee Curriculum Review Process Workgroup

The workgroup met on Friday, October 3, 2014 at 12 PM.

- 1 student, 1 administrator, 10 faculty members, and 1 classified staff were present.
- Progress was made on the review process and course justification form. The workgroup agreed to meet again on Thursday, October 9, 2014 at 2:30 PM. The workgroup adjourned at 2 PM.

The workgroup met on Thursday, October 9, 2014 at 2:30 PM.

- 2 administrators, 8 faculty members, and 1 classified staff were present.
- Progress was made on the curriculum review process and the course proposal justification form. The workgroup agreed the form name should be modified to reflect the form's inclusion of all proposal elements, not just COR elements. The workgroup agreed the form would be a dynamic document, with review of the document on a regular basis and completion of some of the technical fields. The workgroup agreed it was important to have a working document that addressed unit values, while working on additional fields, so the curriculum review process wasn't holding up courses that fall in this category. The workgroup adjourned at 5 PM.

The Curriculum Committee

The Curriculum Committee met on Tuesday, October 7, 2014 at 2:40 PM for their regularly scheduled meeting.

- Committee Actions:
 - Reconsidered 9/23/14 blanket approval of courses and pulled 2 courses; motion carried
 - Reviewed and approved 39 course proposals (inactivations, revisions, and adoptions)
 - 3 courses pulled, discussed at meeting, and approved
 - 2 courses pulled, discussed at meeting, and withdrawn by curriculum rep
 - Reviewed and approved 29 requisites requests (maintaining, requesting new)
 - Reviewed and approved 10 local requirement requests (maintaining, requesting new)
 - Reviewed and approved 60 GE requests (maintaining, requesting new)
 - Reviewed and approved 16 DE proposals (maintaining, requesting new)
 - Reviewed and approved 3 materials fees requests (increasing, requesting new)
 - Reviewed and approved 1 program (modification)

Respectfully submitted,

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

Report to Senate: Distance Education Advisory Committee, October 6th, 2014

From: Mary Silva

DE Senate Representatives: Iris Carroll, Leslie Collins, Eva Mo, Mary Silva.

Date: October 11th, 2014

1. The DEAC committee is asking Senate to request that the MJC Technology Committee reconvene.

It was agreed that several issues on this month's agenda and previous agendas are really the purview of the Technology Committee. This committee has not met in over a year. An example of such an issue is

Microsoft 365. Students have access to the full Microsoft Office suite and OneDrive, however, there is currently no advertising or training to inform or assist students. Another issue is the confusion over technology services and media services. It can be difficult for faculty to know who to contact when they have technology-related problems. It's also not clear how technology purchases and upgrades are being prioritized. The Technology Committee would be the appropriate venue to address these concerns, not Distance Ed.

2. Large Class Provisions Online

Eva Mo has spent a lot of time working with faculty and has convened a subcommittee to address this issue. The first meeting is scheduled for October 7th.

3. **No clarification was received as to where exactly the DEAC reports.** According to *Engaging all Voices* it looks like College Council, however, Instruction Council has also been mentioned. It was agreed that College Council is preferred by this committee as student services is an essential part of distance learning.
4. An updated DE plan was distributed. It can be found online at <http://www.mjc.edu/governance/distanceedcommittee/index.php>.. Not all sections were revised and "last updated" dates are located at the bottom of each document.
5. Mike reported on items not covered at September and April meetings.
 - a. The "Start Here" module has been updated thanks to Mike and Leticia Miller and is in use by many instructors.
 - b. The embedded librarian program has been adapted by several instructors. Response is favorable and Mike plans to continue to advertise this each semester
 - c. Mike wrote and received a Title V grant for a group of faculty to attend the Online Teaching Conference in July 2014. It was agreed that this was an excellent event.
 - d. Mike is working with Becky Ganes to highlight her online teaching award on MJC's website.
 - e. Francisco Baneulos agreed to a member of disability services on the DEAC. The schedule of meetings will be forwarded to him.
6. **Area I: Student Support:** Mike shared the Student Online Readiness Course. It takes a student step by step through everything they need to know to be successful in an online class, for example, how to submit an assignment, how to participate in a discussion etc. To earn a certificate of completion students need to take a final exam and pass with 100%. (They can take this test as often as necessary.) Six late start classes will be piloting this course this fall. Every student enrolled in an online class will have the ability to enroll in this course. Instructors will have alternatives as to how they make use of this. They could add it to the Start Here Module and require students complete it. They could make it an assignment or they could require students prove completion before they can access course material. The idea is that once the students have completed the course they will receive a certificate which they can then transfer to other class. There are detailed instructions on how to take a screenshot and how to print the certificate. Mike and Leslie will look into seeing if the certificate can be exported to a virtual backpack that students can take with them to other classes. They will also look into whether certificates and badges can be added to students' Blackboard profiles. Then an instructor could tell from students' profile if they have completed this course.
7. **Area II: Faculty Support:** Mike reported that the second class of the fall cohort is underway. He worked with two cohorts this summer and was highly impressed by the quality of work submitted by part time faculty. His next project is to work on a "How to Teach Online" course for faculty that would be a Blackboard refresher course. The dire need for support for continuing education for online instructors was discussed and has been added to the agenda for the next meeting.

8. Area III: Technology and Infrastructure:

- a. WebCT is now completely offline, however, we are still well over the storage space allowed by our current Blackboard contract. This contract expires in March 2015 and there is some confusion as to how this will be affected by the common statewide course management system (CMS) that is part of the Online Education Initiative (OEI). Supposedly the recommendation for a state CMS was to occur in December 2014 but there is talk of slowing down the process.
- b. Mike reported that he has been chosen as an official course reviewer for the OEI. He completed training in San Diego and was one of 30 individuals chosen out of applicant pool of 300. Columbia College applied to be a pilot school, however, it didn't have enough classes with CI-Ds offered online so MJC classes will be part of this pilot.

9. Area IV: Governance, Guidelines, Budget

- a. College Council Report; Nothing was reported that directly impacts DE, however, it was agreed that a DEAC member should serve on the SSP Equity Committee. Jenni Abbott volunteered.
- b. Jenni reported that preliminary discussions have begun in preparation for the next Title V grant. She is awaiting direction from administration as to how to proceed. There is no possibility of a full DE grant, so this committee needs to prioritize necessities and embed those in the wider grant. Student support and personnel may be good fits.
- c. Items for next agenda include;
 - i. Continuing Education opportunities for online faculty;
 - ii. Managing and dropping students online;
 - iii. Request that Susan Kincade attend a future meeting. If Susan is unavailable, request that an administrator attend in her place;
 - iv. Prioritize wish list for inclusion in possible future grant.

We spent a bit of time going over SSSP recommendations. In particular, it was clarified that counselors had an opportunity to weigh in on the job description for the academic coach positions.

Most of the meeting was spent on the form that groups will use to petition for enrollment priority for their students. There was much productive discussion, and the form will be rewritten (it needed a bit of wordsmithing). The timeline for filling out and evaluating the paperwork was also discussed; the council realized that this procedure will NOT be in place for Fall of 2015, and so TRIO and the Athletics programs will continue to have registration priority for another year.

We briefly discussed the English and Math assessment process. A number of assessment options were proposed; we will discuss their viability (and associated costs) at a future meeting.

We did not spend any time reviewing our charge or working on our self-evaluation; we had other business that demanded our time.

A number of council members announced that they would be unavailable for the 10/24 meeting, making it likely that the council would fail to reach a quorum that day.