



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
DECEMBER 3, 2015**

**Members Present:** Curtis Martin (President), Chad Redwing (Vice President), Bill Anelli (Secretary), David Chapman, Deborah Laffranchini, Allan McKissick, Andrea Craddock, Ashley Yu, Bob Droual, Elizabeth David, Ellen Dambrosio, Eric Ivory, Eva Mo, Hans Hauselmann, Jim Howen, Kevin Alavezos, Lisa Riggs, Mike Adams, Pamela Kopitzke, Paul Berger, Shelley Circle, Tommy Ledesma (President of ASMJC), Tracey Potts (sub for Belen Robinson)

**Members Absent:** Duane Brooks, Gail Brumley, Ginger Charles, Jim Stevens, Lonita Cordova

**Guests Present:** Brenda Thames, Chuck Cipponeri, Gabriel Tovar, Michelle Christopherson (Faculty Liaison to the Board), Scott Kerlin

**I. APPROVAL OF ORDER OF AGENDA ITEMS**

M. Adams made the suggestion of moving Action/Discussion Items #1, IEPI to before the Consent Agenda.

No objections, the Order of Agenda Items were approved as amended.

**II. APPROVAL OF THE MINUTES (November 19, 2015)**

M/S (M. Adams, P. Kopitzke) move to strike, on page 2, F15-D, the comment made after the first sentence, "There were comments both in favor of the resolution and against the resolution".

There were comments made for and against the item to be removed.

**M/S/C (M. Adams, P. Kopitzke) move to strike, on page 2, F15-D, the comment made after the first sentence, "There were comments both in favor of the resolution and against the resolution".**

17 Ayes, 1 Opposed (J. Howen), 0 Abstentions

**A. New and Continuing Business**

**1. IEPI – Institutional Effectiveness Partnership Initiative – Scott Kerlin**

S. Kerlin gave a brief background of the Institutional Effectiveness Partnership Initiative (IEPI). (Three handouts were given) The focus of the initiative is to create the framework of indicators that have been developed with the initial year of 2014/2015 input from internal and external stakeholders to establish college institutional effectiveness goals provided by the Chancellors Office. The framework focuses on accreditation, fiscal viability, student performance, and compliance with state and federal guidelines.

The data needs to be credible internally and externally. Mr. Kerlin's goal is to help us collect and make sense of relevant data to make data informed decisions.

S. Kerlin briefly went over the Institutional Effectiveness Partnership Initiative (IEPI) Overview and the Overview handout.

**III. CONSENT AGENDA**

E. Dambrosio requested pulling Board Policy 3501 for discussion, A. McKissick requested pulling Board Policy 5530 for discussion, and J. Howen requested pulling #3 - MJC Academic Senate Adoption of ASCC Resolution 9.11 F15 Oppose External Honors Program for discussion.

There being no objections, the Consent Agenda was approved as amended.

Items Pulled from Consent Agenda for discussion.

### Board of Trustees Policies and Procedures 3501, Campus Security and Access

E. Dambrosio mentioned the problem with Board Policy 3501 is with the second paragraph of the Administrative Procedure. The Library is mentioned as an Instructional Area and as such limited to students and employees of the college or participants in authorized programs. This policy is impossible to enforce without a lot of assistance from the college as it is unknown who is in the library without checking everyone's identification and asking their business in the Library. A plan was previously presented a year ago to the Vice President of Instruction and also consulted with the President and was informed to "make it work". It is impossible to make it work. These policies come up every five years for approval and since it is up for revision, possibly for Accreditation Standards, it is requested that "*the Library*" be stricken in paragraph two and the following revised language be added.

*The YCCD libraries and learning centers are publically-funded and open to the public with the understanding that our focus is on supporting student success and the academic missions of the colleges. While many of our resources and services are available to all, some are limited to current students and employees for practical and legal reasons. All who use the facilities must abide by both college and facility codes of conduct.*

Discussion ensued regarding alumni who would not be allowed in the MJC Library if this policy continued as is or after the current revisions have been made.

**M/S/C (A. McKissick, E. Dambrosio) Motion to approve this as a recommendation of the Academic Senate for amendment of the Board Policy 3501.**

20 Ayes, 0 Opposed, 0 Abstentions

C. Martin appointed A. McKissick as one-time representative to the Policies and Procedures Committee Meeting on December 16. A. McKissick accepted the appointment.

### Board of Trustees Policies and Procedures 5530

M/S (A. McKissick, J. Howen) Move to pull Board Policy 5530 until there is sufficient discussion in the Senate and YFA on this matter.

A. McKissick made mention of the revisions that are being put through sets up an interesting process. It is about grieving grades but there could be grievances against a teacher or teaching methods that could fall under this. A Grievance Hearing Committee would be created, but there is a Note that mentions it is optional. The Chancellor would create a standing panel of members of the college community, including students, faculty and administrators. Also Associated Students and Academic Senate would submit names to be included on the panel. A Grievance Hearing Committee would be selected from the standing panel to hear a grievance. The grievances shall include, but not be limited to, Sex Discrimination, Financial aid, course grades and the exercise of rights of free expression. Student disciplinary actions and police citations were excluded.

Further discussion needs to take place in Academic Senate and YFA before it goes too far or slips under the radar. It is a big change from what it was.

There was a brief discussion and concerns about the grades. The only way to change a grade is due to a mistake or willfully giving a student a bad grade by a professor. Potentially a committee could be created that could change a grade. State Law reports that only a professor can change a grade.

**M/S/C (A. McKissick, J. Howen) Move to pull Board Policy 5530 and discussing with the Policies and Procedures Committee on December 16, 2016.**

20 Ayes, 0 Opposed, 0 Abstentions

### MJC Academic Senate Adoption of Resolution 9.11 F15 Oppose External Honors Program

M/S (D. Chapman, S. Circle) Motion to approve the MJC Academic Senate Adoption of ASCCC Resolution 9.11 F15 Oppose External Honors Program.

Discussion took place both for the adoption of and against the ASCCC Resolution 9.11 F15 Oppose External Honors Program.

**Call to question by B. Droual, Seconded, heard but unknown**, 2/3<sup>rd</sup> vote, non-debatable.  
20 Ayes, 0 Opposed, 0 Abstentions

**M/S/C (D. Chapman, S. Circle) Motion to approve the MJC Academic Senate Adoption of ASCCC Resolution 9.11 F15 Oppose External Honors Program**  
19 Ayes, 1 Opposed (J. Howen), 0 Abstentions

C. Martin mentioned he took an item off the agenda regarding grades as there was a discussion at Dean's Council and they agreed to have final grades turned in on Tuesday following finals week by 11:59 pm.

#### IV. REPORTS

##### B. ASMJC Senate – Tommy Ledesma

T. Ledesma mentioned Cram Night was tonight. During the spring 2016 semester there will be at least 20 + events planned. One of the events that will take place the entire spring semester is called Free Lunch on Wednesday (FLOW) where 150 – 200 students will be fed two days every week, due to having a hunger problem on campus. ASMJC is looking to create a food pantry. They are in the process of creating an ASMJC App to be accessible to the student population and looking to relocate all ASMJC meetings in the spring semester to the East Campus to be more visible to student population and to be able to get students more involved in and around student government.

##### C. President's Report – Curtis Martin

C. Martin stated that he spent much of the semester trying to assess the health of the Senate and the issues affecting faculty and the college. He feels more at ease than he did three months ago. The Senate President feels the Academic Senate has accomplish much during the semester. C. Martin has discussed with the college president and the vice presidents the need and the reasons behind the Senate's insistence to have two readings on most matters before the Senate. Some of the reasons include time for Senators to inform their constituents, and for the constituents to process the information and provide feedback to their Senators. Unfortunately, some divisions meet only once a semester, so a way needs to be found for those divisions to get feedback to Senators.

C. Martin stated his hope was to once publish "DisCourse – Where Faculty Matters Matter" – a Senate's newsletter. DisCourse could be used as a vehicle to write pro/con debates, praise outstanding work by faculty, etc.

A lot of the initiatives are about equity and student success. The initiatives are something we all probably agree with, but how we get there, can lead to difficult discussions. The kind of discussion that should be taking place is dynamic and respectful. It is important to remember, that when a vote is taken, it should reflect the collective will of your constituents, not that of the Senate Representative. When C. Martin presents before the Board of Trustees he wants to do it with the certainty that it is the voice of faculty.

C. Martin stated that he had met with Mike Riley and Anne DeMartini, Board of Trustee members and were very interested about talking about the initiatives, the kinds of issues the institution faces and where faculty were. C. Martin has a meeting scheduled with Tom Hallinan on Friday, December 4.

##### D. Legislative Analyst Report – Deborah Laffranchini

D. Laffranchini reported that at the last meeting she had a three page report and just wanted to inform Senate, the last report was the FACCC summary for 2015. She is asking for suggestions in spring if there is an issue that anyone would like some research on she would be happy to do so.

##### E. Accreditation Council –Curtis Martin

C. Martin stated that all the standard tri-chairs (administrators, staff, and faculty) have been filled. E. Dambrosio, C. Redwing, K. Alavezos and C. Martin are the faculty tri-chairs. B. Thames has done at two presentations at the last couple of meetings regarding the importance of accreditation. Accreditation is a process, not an event. They will be coming to the different councils with data requests and there will be more need for faculty in different areas. There is a fairly tight timeline and the first draft will be approved by March 2017. There will be plenty of time for constituency input. The best way to approach accreditation is to recognize our strengths and acknowledge our weaknesses. Accreditation has changed dramatically from compliance to improvement.

F. Instruction Council – Deborah Laffranchini – report attached. M. Adams made mention on page 2 of the report, the due date for Program Review is March 4, 2016 and to remind everyone the Hiring Prioritization List from the Instruction Council was included in the agenda packet and to please review it.

G. Facilities Council – Jim Howen

J. Howen mentioned the bench that they have been attempting to get into Founders Hall for a few years and eventually other locations. The original design would have been bolted to the wall, and the current prototype is a free standing bench. Positive or negative comments are needed. A problem that can be seen is how to keep the benches in place and not be moved by students or taken outside.

J. Howen said Kitchell gave a report on road construction on West Campus which will start in spring 2016. Maps have been promised, but not received yet. There are two phases. Depending on the weather they may have to be done at one time. To get in and out of campus is unknown yet, no plan has been made.

H. Resource Allocation Council – Kevin Alavezos

I. College Council – Chad Redwing, Bill Anelli

J. Faculty Representative to the Board – Michelle Christopherson – report attached

M. Christopherson discussed graduation. She is doing a project to encourage faculty to attend graduation. She is looking for ways to make us look good to the trustees and believes that we get points for things like this. We care for our students and should be attending because of our students. The students love that faculty attend graduation.

She wanted to thank all those who attend regularly. M. Christopherson pondered the possible reasons that faculty do not attend graduation. Encourage each other to go and it would be a good thing.

K. Curriculum Committee – Chad Redwing or Barbara Adams

L. Distance Education Committee – Eva Mo

M. Student Services Council – Ross McKenzie

N. Faculty Professional Development Coordinating Committee and PDCC – Bill Anelli

O. Outcomes Assessment Work Group – Nita Gopal (OAW)

P. District Advisory Technology Committee – John Zamora

## V. ACTION/DISCUSSION ITEMS

### A. New and Continuing Business

1. IEPI – Institutional Effectiveness Partnership Initiative – Scott Kerlin (Moved up prior to the Consent Agenda)
2. Nominations for Executive 2016-2017 (Secretary, Parliamentarian, Legislative Analyst) - Election in January 2016

There were only three that put their names forward for the 2016-2017: Steve Amador for Parliamentarian, Debbie Laffranchini for Legislative Analyst, and Shelley Circle for Secretary. The vote will take place the first meeting in the spring 2016 semester according to the Bylaws.

3. Program Discontinuance , Pre-Reading – Chad Redwing

C. Martin said the intention is not to get this done in two readings and get it through. The intention is to write a good, solid, practical and sellable document. There have already been observations and recommendations from J. Sahlman, M. Adams and E. Dambrosio. A Word document can be done showing the changes being made and then discussion can take place.

M (J. Howen) Move to form a committee of three that would take the modifications, suggestions and the original and work them together and present the document to Senate for discussion.

C. Redwing said a committee had already been formed and they tried working on it for over a year. They met for three months and as the Senate this needs to be taken care of. This document is only a joining of all committee work that has happened before in a simplified manner. Possibly Senate could tackle a portion of the document for three to four meetings.

C. Martin said there is no urgency but it would be good to have this done in spring, because it has to be run by YFA, administration and the district.

J. Howen withdrew his motion.

4. Resolution F15-E: Assessment Exemption Proposal (Early Placement in High School)  
Pulled for corrected copy at the next meeting.

5. Resolution F15-F: Multiple Measures Workgroup

**M/S/C (J. Howen, E. Dambrosio) Move to approve Resolution F15-F: Multiple Measures Workgroup for a 1<sup>st</sup> Reading.**

19 Ayes, 0 Opposed, 0 Abstentions

Paul Berger left at 5:25 pm.

6. Resolution F15-G: Academic Support for Adoption of Faculty Learning Communities at MJC

**M/S/C (J. Howen, D. Laffranchini) Move to approve Resolution F15-G: Academic Support for Adoption of Faculty Learning Communities at MJC for a 1<sup>st</sup> Reading**

19 Ayes, 0 Opposed, 0 Abstentions

7. Senate Meeting Time (3-5 PM?; 3:30-5:30 PM?; 3:45-5:45 PM?): A Discussion (10 minutes)

8. Counselors, Advisors and Paraprofessionals: A Discussion (20 minutes)

**VI. INFORMATIONAL ITEMS**

1. Student Success Initiatives at MJC Pamphlet

**VII. OPEN COMMENTS FROM THE PUBLIC**

**VIII. ITEMS FOR FUTURE AGENDAS**

**IX. ANNOUNCEMENTS** - Next Senate meeting, January 21, 2016

**X. OPEN COMMENTS FROM SENATORS**

**XI. ADJOURNMENT** - Adjourned at 5:35 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."

ASMJC REPORT

By Tommy Ledesma

For Academic Senate Meeting, December 3, 2015

We have:

20+ events planned for spring semester.

1 event titled Free Lunch on Wednesday (F.L.O.W.) where we will feed 150 – 200 students every Wednesday for the entire spring semester.

We are in the process of creating an ASMJ App. To be accessible to the student population.

We are also looking to relocate all ASMJC meetings in the spring semester to the East Campus to be more visible to the student population and to get them more involved in and around their student government.

### **IEPI: Institutional Effectiveness Partnership Initiative – Instruction Set Standards**

- Presentation by Scott Kerlin, Director of College Research
- IEPI report is available on College Council website
- Three components of IEPI
  - Framework of indicators
  - Partnership resource teams
  - Professional development
- IEPI is collaborative grant-funded effort between Chancellor's Office, the Success Center for CCC, the Academic Senate for Community Colleges, the Research and Planning Group for CCC (RP Group), and other consultative groups within the CCC system
- Primary goals:
  - Advance CCC as most effective and innovative system of higher education in the world
  - Help colleges enhance student access, success, and equity
  - Help colleges avoid accreditation sanctions and audit findings at college
  - Support colleges in implementing emerging initiatives
- Pilot year 2014-2015: 18 indicators and 4 goals
  - Student Outcomes – 11 indicators
  - Accreditation Status – 1 indicator
  - Fiscal Viability – 5 indicators
  - State and Federal Programmatic Compliance – 1 indicator
- Second year 2015-16: 22 indicators and 8 goals
  - Student Outcomes – 12 indicators
  - Fiscal Viability – 5 indicators
  - State and Federal Programmatic Compliance – 3 indicators

### **Self-Evaluation: Standard II Presentation**

- Tri-Chair overseeing Accreditation Standards
- Four Standards
  - Standard I: Accreditation Council responsible
  - Standard II: Instruction Council and Student Services responsible
    - A, B, C
  - Standard III: Resource Allocation Council responsible
  - Standard IV: College Council responsible
- Accreditation mixers will be held on Institute Day
- Task is to ***communicate broadly***
- Integrating data
- Report to be written with coherence and a **single voice**
- Analyst to be hired
- There will be three reviews of drafts
- In-service training with councils will be conducted
- Time for feedback/communication

### **Program Review Timeline**

- Every program college-wide will refresh their Program Review unless it was done Fall 2015
- Support staff needs have been identified
- December 2015 email campus
- January 2016 Institute Day reminder, Division meeting announcement
- Program Review Camps, Fridays 8-10 am, Feb 5, 19, 26, March 4
  - Only attend one
- Due date for Program Review: March 4
- March and April 2016 PR Party(ies) for IC, evaluation and feedback for PR
- April, 2016, feedback and recommendations provided to institution

### **Faculty Hiring Prioritization**

- Instruction Council rankings will be forwarded to Academic Senate December 3
- Academic Senate will then forward to College Council