



ACADEMIC SENATE MEETING
APPROVED MINUTES
JANUARY 22, 2015

Members Present: James Todd (President), Curtis Martin (Vice President), Deborah Laffranchini, Chad Redwing, Allan McKissick, Allen Boyer, Belen Robinson, Bob Droual, Christopher Briggs, David Chapman, Ellen Dambrosio, Eva Mo, James Dorn, Jim Howen, Kevin Alavezos, Layla Spain, Luis Rebolledo (ASMJC President), Mike Adams, Nancy Wonder, Steve Amador

Members Absent: Adrienne Peek, , Elizabeth David, Jim Stevens, Paul Berger, Travis Silvers

Guests Present: Bill Anelli, Brian Greene

Bill Anelli said for the Spring 2015 semester, he will be stepping down as Secretary and will not be attending the meetings, but Chad Redwing has offered to take on the position of Secretary. He has a book project which is a one-time possibility to work with a noted author. He will also be working on a NEH grant, working behind the scenes for Institute Day and discussion needs to take place regarding working on the Academic Senate website.

J. Todd said C. Redwing was willing to take on the position and attend all the council meetings, so he thought it made sense. That is open for discussion when we get to Continuing Business, 1. Elections.

I. **MINI-LESSON** - none

II. **APPROVAL OF ORDER OF AGENDA ITEMS**

M/S/C (E. Dambrosio, D. Chapman) Move to approve the Order of Agenda Items.

17 Ayes, 0 Opposed, 0 Abstentions

III. **APPROVAL OF THE MINUTES (November 20 & December 4, 2014)**

M/S/C (M. Adams, J. Dorn) Move to approve the November 20, 2014 minutes and the December 4, 2014 minutes with a minor change.

17 Ayes, 0 Opposed, 0 Abstentions

IV. **CONSENT AGENDA**

- A. Appoint Brian Greene to Accreditation Council as Faculty Accreditation Chair
- B. Appoint James Todd as Co-Chair, Student Success and Equity Committee (SSEC)
- C. Appoint Pam Kopitzke, Shelley Circle, and Chad Redwing to Student Success and Equity Committee (SSEC)
- D. Invite Pedro Mendez, Alice Pollard (AB86 Consultant), and Roberto Serrato to discuss the Stanislaus and Mother Lode AB86 Consortium
(<http://www.mjc.edu/instruction/teched/ab86consortium/index.php>)

M/S/C (E. Dambrosio, B. Robinson) Move to approve the consent agenda.

17 Ayes, 0 Opposed, 0 Abstentions

V. **REPORTS**

- A. ASMJC Senate – Luis E. Rebolledo

On Institute Day ASMJC provided a meal service and was very successful. They were grateful for the relationships that everyone managed to build up and the output received. There were people there that didn't know ASMJC was still around and it was good getting their name out.

Events coming up:

Jan. 31, ASMJC will be doing a group project workshop. They will be taking students from the community and walking them through the registration process and highlighting some of the resources available.

The first week of February is Welcome Back Week. The division deans and departments should be receiving emails from ASMJC senators inviting the division deans and ASMJC would be more than happy to have tables advertising the divisions and programs offered.

Mar. 2, 2015 ASMJC will be doing a state capital and legislation visit with our state senators.

Mar. 30, 2015 there will be a Spring Festival which will be a fundraiser to support the club and an event so the community can come onto the MJC campus.

Most recently Megan Lee was added to their support staff. She will be coordinating paperwork and processes for ASMJC.

B. Instructional Administrator – Susan Kincade – No Report

C. President's Report – James Todd

J. Todd previously mentioned he will be finishing at the end of the semester as President, and the nominations were open for the President and Vice President positions. Two people stepped forward which were Curtis Martin for President and Chad Redwing for Vice President.

Recently we have been battling the generation of FTEs. We have about 6300 and 7000 are needed. There are issues about classes not being filled and being cancelled. It sounds like many of them are one-unit small classes.

There was a discussion about the Enrollment Committee and possibly having a standing report for this committee. K. Alavezos said the Enrollment Management Committee is just talking and has not made any decisions. He does not think it is what people want and it seems it will not make any decisions. They are just talking about enrollment, what it is, what it is about, not digging deep or looking at the numbers. They have not looked at strategies, ideas, different ways of doing things, what other colleges are doing, how FTES are produced, why FTES are produced and the rate FTES are produced. It is more of a talking group, and is disappointing in that regard.

J. Todd briefly went over an issue that happened at the Board Meeting regarding low enrollment and the cancellation of classes at Columbia College. J. Todd said he would like to see the colleges work on regional coordination of course offerings and online offerings of certain types of classes. If something does get cancelled, the student could suddenly find alternatives. There has been no discussion about this, and there has not been a common course numbering discussion across the colleges or districtwide. It might be a good time to start talking about coordination of curriculum, and it could be something Academic Senate could start.

There was discussion about different options if classes were still open for students to add. Since the way the classes are set up, after the first week it doesn't show whether the class is being filled up or not. Counselors could be informed and add students into the open classes to get those classes filled.

J. Todd said thinking about that committee and the process, we need to find a way to have a frank discussion to ask how the situation with the Enrollment Management Committee can be improved.

J. Todd briefly mentioned a meeting on Jan. 21, with the CEO of eLumen who gave a presentation on an assessment product for our SLOs. You put in the SLOs, it schedules when you need to do them, and helps you assess them. When you run your course data it tells you how people are doing in terms of subpopulations, such as ethnicity or different markers you want to run inside of your class. They fill in the ways you do your program or institutional outcomes, it feeds into Program Review and they have a full Program Review module and a Curriculum Module. Because this is about equity and that we can track different student populations we can afford this for the college but there are some

issues as to how it communicates with Datatel. If we get this implemented and start using it by Fall 2015, Brian Greene will have an easier job with Accreditation in tracking the processes we have, and that will show us we have done Program Review, that we have used the assessment and our Resource Allocation which can feed into other areas.

D. Legislative Analyst Report – Chad Redwing – have written report

E. Accreditation Council -

B. Greene reported that he is just getting started.

F. Instruction Council – Deborah Laffranchini – no report

G. Facilities Council – Jim Howen – meeting cancelled, rescheduled for Feb. 2, 2015

H. Resource Allocation Council – Kevin Alavezos

K. Alavezos mentioned he was unable to make the meeting but is aware of what took place. The IELM funds of \$425,000 were distributed. Information taken from the Program Reviews were reviewed by the Deans and then forwarded to Resource Allocation Council. Everyone was not in attendance but the charter said consensus could be made by majority and the consensus voted to accept and fund them. If you made a request in Program Review last year then talk to your Dean and if your request was IELM related, it was probably funded.

I. College Council – Curtis Martin – no report

J. Faculty Representative to the Board –

J. Todd said he emailed Debi Bolter and Ted Hamilton about what is happening with the Faculty Liaison and that no one has stepped forward.

K. Curriculum Committee – Curtis Martin or Barbara Adams

C. Martin reported Curriculum Committee met on Jan. 20 and the most important thing to come out of the meeting was the Curriculum Committee Approval Process decided to continue meeting or was reformed under the same name to come up with a better conflict resolution if things come up on how to resolve those issues. M. Adams, B. Adams, P. Mendez and S. Circle volunteered to be on the committee.

After the question was brought forward if it was a positive development or refinement of the Curriculum Approval Process there was a discussion of the possible outcomes from that committee and that it may need to come back to Senate for confirmation.

L. Distance Education Committee – Eva Mo – no report

M. Student Services Council – Ross McKenzie – have written report

N. Faculty Professional Development Coordinating Committee and PDCC – no report

A. McKissick said there has been a little confusion lately. Faculty Professional Development is the purview of the Academic Senate and he hears people talking about if you want to have a workshop for faculty development you go to that committee to get it approved and that is not true. The President's Reflection message gave credit for Institute Day including a faculty workshop to the PDCC, where it was not approved, not discussed and not their job. He reviewed their charge and PDCC is supposed to coordinate with the Faculty Professional Development Committee and there shouldn't be confusion about that. He is on the committee that approves FLEX activities, which is a Faculty Professional Development part of PDCC and that needs to be kept straight and it is getting mixed up. When he was on it he was one of the first tri-chairs, there was confusion, and people on that committee were saying faculty needed to bring their projects there and A. McKissick said they had their own committee for that.

E. Mo said the confusion comes with what we had with Title V. People had to go to that committee to get money for funding for their projects and sometimes for faculty oriented and people thought they had to go to that committee to get approval which is not the case and that confused people.

J. Todd said he thought it was something that we could sort out. It is a tough question about how and what we assign FLEX to, what is the best process for that and how to work with the Union on those issues. There are multiple ideas and this is a conversation that continues to come up.

A. McKissick said according to our rules there is a place for that and which can be changed at any time. It is the FPDCC's job to make decisions about FLEX under processes approved by this body.

O. Outcomes Assessment Work Group (OAW) – Eileen Kerr

J. Todd reported that E. Kerr is planning a Workshop for Program Review and Assessment on Friday, February 6, 2015.

P. District Advisory Technology Committee – John Zamora – no report

VI. ACTION/DISCUSSION ITEMS

A. Continuing Business

1. Elections: Academic Senate & Executive Committee

The two names that came in were Curtis Martin for President and Chad Redwing for Vice President. They are both two-year terms. We have the option of running them on electronic voting or if there is only one name per position it could be put on the Consent Agenda or motion made on the floor.

That changes what we have for the Executive Committee nominations. Chad had put his name in for Legislative Analyst; now he will be taking over for Bill Anelli as Secretary for one semester. This semester we need a Legislative Analyst and Fall 2015 a Secretary is needed. Maybe at the next meeting we can have nominations for the upcoming year for the Executive Committee positions for Secretary, Legislative Analyst and Parliamentarian. Chad was interested in doing the Secretary position and Debbie was interested in moving from Parliamentarian to the Legislative Analyst position and since the Ag Department is best at parliamentary procedures, J. Todd was interested in having Steve Amador join us at the head table when he had a question during the meeting for the semester and would be willing to take as much time as Steve Amador is able to assist the Executive Committee.

M/C (A. McKissick, A. Boyer) Motion to approve Chad Redwing as substituting for the Secretary position.

Curtis said this is a resignation and he is not sure the Bylaws allow for moving over a position, but the President does have the right of appointment and the appointment can put on the Consent Agenda.

J. Todd wanted to discuss the possibilities. There are already two people that are elected to office and he was going to shift them around and having someone that has experience with Parliamentary procedures would be great.

A. McKissick rephrased his motion.

M/ (A. McKissick) Move to approve the appointment by the President of the Secretary position.

J. Todd asked the body if they would prefer to put the positions on the consent agenda and it was preferred. J. Todd said he will just place C. Redwing, D. Laffranchini and Steve Amador in the three new positions on the Consent Agenda as Interim for the spring 2015 semester.

Steve Amador accepted the position of Parliamentarian for the spring 2015 semester.

B. New Business

1. Equivalency Process

J. Todd said there has been discussion with Columbia College for quite a while and there are a lot of equivalency applications coming through. This is one of the hardest parts of this job, because sometimes you have to tell colleagues “no” and hiring committees “no”. We need something that is straightforward, user friendly, and is not confusing for people. There was discussion of the current MJC process and that Columbia College has a different process. They spoke to Columbia’s Academic Senate President previously and he is in agreement that they should look at each other’s equivalencies and that is why both signatures are on the new forms. This is one of the times that we have an opportunity, because previously it was attempted and it was decided to keep them separate.

The most frequent equivalency requests are ones that require a Masters. If someone says they are equivalent, they are saying they are equivalent to a Masters in that field and they have all the coursework done, not that they taught here or did a certain thing.

The forms need to make sense. Input is needed from people that have reviewed these before, talk about them in your divisions and about the problems people have encountered. We want to have this reviewed and passed in a couple of weeks because we want this to be posted at HR and what is used rather than the forms we are using now.

C. Martin said this is a District overall process. When an equivalency is obtained it is for the District not for the college. J. Todd said an equivalency allows you to teach in the field that is offered and the FSA is your faculty service area and that is completed. The FSA is what allows you the area of bumping rights.

M/S (A. McKissick, M. Adams) Move to approve the Determination of Equivalency forms for a 1st Reading.

C. Martin said the hardest thing talking to colleagues who has a friend or they know someone teaching is sometimes they have not met minimum qualifications, but the argument is they can teach a class. It is not whether they can do it but if they have the minimum qualifications to do it because that is what the state is looking for. The problem with equivalency is there are 112 colleges and each one has different processes for granting equivalency. It is a local decision. The application on the District webpage is not a bad application, it had places there for administrators and that caused confusion. Some administrators signed off, sent it to HR, and those people received minimum qualifications and equivalency by Ed Code.

The Board has to approve the process but it is a fully faculty decision. When C. Martin designed the form he put both MJC and Columbia at the top and attempted to make sure when equivalency was requested only one equivalency was requested on each form. C. Martin tried to make the form as simple as possible as a form and straight forward. The important part of these forms is the instructions on the back. What needs to be looked at is the process.

There are three applications:

1. Disciplines Requiring a Master’s Degree,
2. A Master’s Degree is Not Generally Expected or Available but Requires a Specific Bachelor’s or Associate Degree and
3. Disciplines in Which a Master’s Degree is Not Generally Available.

The forms were separated so they would be easier to understand and what was being signed. The work then belongs to the Prescreening Committee and Academic Senate Equivalency Committee. The burden of proof for equivalency is not on the Prescreening Committee, or the Academic Senate committee, it is on the applicant.

J. Todd said they would like HR to decide which form needs to get attached to what job and post it. We want an applicant, as they are filling out the online application, to be asked: do you meet these minimum qualifications? Here is what they are. If you don't meet them, press the button and the form would come up and be completed. It would show the documentation needed to help support the application.

C. Martin said on the prior form there was not a place to mark Approved or Denied or the name of the faculty member who was signing. There is now a place for those on a Prescreening Committee to print name, discipline, sign and date and mark approved or denied. A Prescreening Committee is usually put together by discipline members and they need to look at the qualifications that the applicant has submitted, which is on the back page of the equivalency application. There is also a place for the Equivalency Committee to print name, discipline, sign and date and mark approved or denied. If someone wants an equivalency at MJC they will have to demonstrate in a written document using Section I, Section II and Section III, depending on the form, that they do meet equivalency.

C. Martin went over the instructions on the back of the form and discussion followed. J. Howen said he sees a portion of the process to get things started but the real process happens with HR and with the committees. He saw no direction for the committees. During the RIF process individuals were claiming they had degrees and did not, and had taken classes and had not and on paper they looked great and had experience that was not relevant even though it said so on paper. He stated he would not be in favor of a process unless someone was double checking the experience. The question was brought up regarding who will be checking the relevant experience.

C. Martin said the committee is in discussion on how to deal with that. With all the positions being hired, it was discussed that members of the Equivalency Committee attend the training that is given to the hiring committees and what they want to propose, any finalist that is selected, their minimum qualifications will be looked at and if they do not meet they will be informed they do not meet minimum qualifications. If someone needs an equivalency a hiring committee cannot consider that applicant until the equivalency process has been completed. C. Martin said unsure how we implement that if he is not watching the person that comes after him. J. Todd proposed that parallel to this there be an internal process for MJC and it is very well developed, but those are the things that we are going to discuss and come to an agreement with the District. The reason we are getting so many equivalencies is because the Deans are on board. Once it becomes part of the culture, it will need to go to the Academic Senate first.

At the bottom of the form, there is an area, Received by HR, Print name, sign and date. HR will put the date that it went into the Personnel File, when it was sent to Student Services or Instruction Office, when it was sent to the Immediate Administrator and then the final copy will be sent to Academic Senate. We will have a copy, knowing that it went to everyone and they have it filed away. Starting now that we will have a process, and we will have a documentation going forward of anyone asking for it and of everyone having a copy.

A. McKissick wanted to speak in favor of this and that this is a great step. He did hear that this references a committee that does not exist and he looked at the Rules and if we are going to change our Rules by creating a committee we need two weeks' notice. That complicates things a little bit.

C. Martin said that currently we are an ad hoc committee appointed by J. Todd. C. Martin would like to bring back those standing committees of the Senate where discussions can be by the Senate body and not just a few faculty. C. Martin will bring back a resolution asking to form a standing committee of the Academic Senate.

J. Todd believes the Master's Equivalency application looks pretty good. Please review the other two and let them know if you have suggestions ahead of time. C. Martin said he spent more time on the Master's Equivalency form and then realized after working on the other two forms the formats are not quite the same and would like to bring amendments next time.

M/S/C (A. McKissick, M. Adams) Move to approve the Determination of Equivalency forms for a 1st Reading

15 Ayes, 0 Opposed, 0 Abstentions

Nancy Wonder and Steve Amador left at 4:50 pm, prior to voting.

2. Academic Senate Spring 2015 Agenda

J. Todd said over the next few weeks there will be a lot of talk about Student Equity. He has an entire chart of the objectives of the Equity Plan that need to be carried out. We are looking at how we can have a faculty retreat before Institute Day. They are thinking August 17, 18, and 19. A destination discussed could be Asilomar and have discussions about Equity, and curriculum. A large scale retreat is being looked at.

He was able to get ten people together for the First Year Experience conference in Dallas, TX. That group would be building a First-Time-In-College course and curriculum for MJC.

They will be looking for people to attend a Kellogg Institute, located in Boone, North Carolina, mainly for Basic Skills. It is a four week conference where you live there and redesign curriculum in a beautiful setting. It is from June 20 to July 17 and will be paid by the Equity Plan. Jenni Abbott might be helping with applications. Faculty from Math, ESL and English are welcome.

You will hear about Academic Academy that is by the Statewide Academic Senate, in Costa Mesa. The SSEC would like a couple of representatives from each division to attend this conference on March 13 and 14. The theme would be collaborating with Student Services, Instruction, Research, and to look at student success and equity issues. People would be sharing their SSSP plans and their equity plans. The Chancellor's office will be there, a group of researchers will be there and Darla Cooper, from RP Group will start the conference.

We need to have a serious discussion about a general education pathway with CSU Stanislaus. It should not affect our curriculum and it should be broad enough to include everybody in ways where we can have pathways that have sustainability, culture, STEM where students could take three classes at MJC and three upper division general education classes at a CSU Stanislaus and get a minor. It is us trying to build a pathway for them to transfer into a CSU. It would have extracurricular activities.

E. Mo said Jim Tuedio from CSU Stanislaus will be speaking on GE Pathways on Wed., Feb. 18 at 3:00 pm in PAC 243 and he will be one of two speakers. This is a first presentation of an NEH grant award on "Thinking about Place". The title of the grant is "In Search of Common Ground". The second speaker is from UC Merced and he will be speaking about "place". It would be nice to support this lecture.

- A. **ITEMS FOR FUTURE AGENDAS** - none
- B. **ANNOUNCEMENTS** - none
- C. **OPEN COMMENTS FROM THE PUBLIC** - none
- D. **OPEN COMMENTS FROM SENATORS** - none
- E. **ADJOURNMENT** Adjourned at 5:39 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."

President Obama's plan to make community colleges free for millions of students in the United States, at a cost of roughly \$60 billion, is still grabbing headlines. More details of the plan were unveiled in the State of the Union speech on January 20th and even more on how the plan will be financed are due out on Feb. 2nd with the president's budget proposal. The idea requires that the federal government pay 75 percent of tuition at community colleges with participating state governments paying the remainder of the cost.

Read more at: <http://www.nytimes.com/2015/01/09/us/politics/obama-proposes-free-community-college-education-for-some-students.html>

and

<http://www.reuters.com/article/2015/01/09/us-obama-education-cost-idUSKBN0KI1Z920150109>

and

<http://www.reuters.com/article/2015/01/09/obama-education-idUSL1N0UO00E20150109>

2) **AB 86 Update**

In 2013 the California state legislature passed AB 86 and provided two-year grants to local K12/CCC consortia so that these partnerships could develop adult education plans linked to regional economic needs and the demand for adult education in the following areas:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices

Read more about AB86 at: <http://ab86.cccco.edu/> and read more about our regional AB86 plan and the Stanislaus & Motherlode AB86 Consortium as it develops at:

<http://www.mjc.edu/instruction/teched/ab86consortium/index.php>

3) **City College of San Francisco Update**

According to a tentative court ruling released on Friday, the Accrediting Commission for Community and Junior Colleges violated the law by not giving City College of San Francisco a fair hearing before deciding to terminate its accreditation.

See the latest at:

<http://www.reuters.com/article/2015/01/16/us-education-sanfrancisco-ruling-idUSKBN0KP2BY20150116>

4) **Budget Update**

Governor Jerry Brown has released his budget proposal. According to Reuters, "Brown is proposing to spend about \$66 billion on public schools and community colleges, about 40 percent more than the state was spending when he came into office four years ago, spokesman H.D. Palmer said."

Read the article at:

<http://www.reuters.com/article/2015/01/09/usa-california-budget-idUSL1N0UO01A20150109>

5) **Of Interest: Tom Hanks and California Community Colleges**

In a recent letter to the editor, Tom Hanks glowed about his experience at Chabot College, in an attempt to garner support for President Obama's plan to make community colleges free. In the article, Hanks writes: "For thousands of commuting students, Chabot was our Columbia, Annapolis, even our Sorbonne, offering courses in physics, stenography, auto mechanics, certified public accounting, foreign languages, journalism — name the art or science, the subject or trade, and it was probably in the catalog."

Read the op-ed at:

http://www.nytimes.com/2015/01/14/opinion/tom-hanks-on-his-two-years-at-chabot-college.html?_r=0

Dec. 12, 2014
By Ross McKenzie

ASMJC is looking into making student ID cards into smartcards (so they could be used as GoPrint cards, etc.). They're checking with other constituent groups, and looking at prices.

The committee spent the meeting looking at the assessment process, particularly for math courses. We're investigating various options that would allow a student to assess, inform them of any specific topics where they are weak, prepare a remediation plan, and, eventually, allow them to reassess.