



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
OCTOBER 1, 2015**

**Members Present:** Curtis Martin (President), Chad Redwing (Vice President), Bill Anelli (Secretary) Deborah Laffranchini, Allan McKissick, Andrea Craddock, Bob Droual, David Chapman, Duane Brooks, Elizabeth David, Ellen Dambrosio, Eric Ivory, Eva Mo, Gail Brumley, Ginger Charles, Hans Hauselmann, Jim Howen, Jim Stevens, Kevin Alavezos, Mike Adams, Lisa Riggs, Pamela Kopitzke, Paul Berger, Shelley Circle, Tina Akers-Porter (sub for Jacqueline Faris), Tommy Ledesma (President of ASMJC)

**Members Absent:** Belen Robinson, Lonita Cordova

**Guests Present:** Flerida Arias, Bobby Hutchison, Brandon Youngblood, Leslie Collins, Leticia Lasota (ASMJC), Michael Smedshammer, Michelle Christopherson (Faculty Liaison to the Board)

**I. MINI LESSON: What is 10+1:**

M. Adams briefly explained what 10+1 is, the difference between Educational Code and Title IV, and Title IV: §53200, which is where 10+1 is housed. The Academic Senate is in charge of the 10+1 items and it was explained that the Board of Trustees, under Local YCCD Policy 7-8049, shall “rely primarily” upon the advice and judgment of the Academic Senate on certain items of 10+1 and the Board of Trustees shall reach “mutual agreement” with Academic Senate on the remaining items of 10+1. M. Adams briefly went over the Enforcement circumstances if these things do not take place.

The meeting was called to order at 4:06 pm.

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

**The Order of Agenda Items were passed with no objections.**

**III. APPROVAL OF THE MINUTES (September 17, 2015)**

**There were no objections and the Minutes of September 17, 2015 were approved.**

**IV. CONSENT AGENDA**

1. Appoint Barbara Salerno as BBSS rep to the Outcomes Assessment Committee
2. Appoint Nita Gopal as faculty co-chair of the Outcomes Assessment Workgroup
3. Basic Skills Report Narrative and Goals

**The Consent Agenda was passed with no objections.**

**IV. ACTION/DISCUSSION ITEMS**

**A. New and Continuing Business**

1. Senate Priorities – not covered as not enough forms were returned for tabulation.

2. Resolution F15-A: Elimination of Bottled Water in the Academic Senate – Bob Droual

M/S (B. Droual, S. Circle) Motion to approve Resolution F15-A: Elimination of Bottled Water in the Academic Senate.

Discussion ensued both in favor and against the resolution.

**M/S/C (B. Droual, S. Circle) Motion to approve Resolution F15-A: Elimination of Bottled Water in the Academic Senate for a 1<sup>st</sup> Reading.**

21 Ayes, 1 Opposed, 0 Abstentions

3. Resolution F15-B: Joint Resolution Supporting Adoption of Canvas – D.E. Committee

M/S (S. Circle, E. Mo) Motion to approve Resolution F15-B: Joint Resolution Supporting Adoption of Canvas.

Curtis Martin mentioned this Resolution is a joint resolution as Columbia College has already approved this motion at their last meeting.

M. Smedshammer, Instruction Design Coordinator, gave a brief history of the online initiative and how Canvas was introduced. Discussion took place.

**M/F (J. Howen) Move to amend the final Therefore: in the second sentence after OEI, add "three years of" associated savings from the transition to Canvas stay within the DE program.**

There being no 2<sup>nd</sup>, Motion failed

**M/S/C (S. Circle, E. Mo) Motion to approve Resolution F15-B: Joint Resolution Supporting Adoption of Canvas for a 1<sup>st</sup> Reading.**

24 Ayes, 0 Opposed, 0 Abstentions

Senators Ginger Charles and Debbie Laffranchini arrived since the original motion was made.

4. Resolution F15-C: Adoption of an Institutional Review Board at MJC – Bobby Hutchison

M/S (M. Adams, B. Droual) Motion to approve Resolution F15-C: Adoption of an Institutional Review Board at MJC.

C. Martin mentioned that Board Policy mandates that we have an Institutional Review Board (IRB) which we do not have. Any kind of research that involves human subjects necessitates having an Institutional Review Board. We have contracted with Achieving the Dream to carry focus groups, which are human subjects, to refine what we do at MJC to increase success.

B. Hutchison stated that the spirit of the Institutional Review Board is not to constrain the institution but to promote equity and ensure that human participants are protected against potential harm, abuses and problems that could take place from them and the data collected. As we reach out for grants, it could be very important.

Discussion took place regarding who created the document, what the Institutional Review Board would do and who would they report to. The Institutional Review Board would also provide protection for not only students, but faculty and staff. The Institutional Review Board would be meeting on a regular or as needed basis.

**M/S/C (M. Adams, B. Droual) Motion to approve Resolution F15-C: Adoption of an Institutional Review Board at MJC as a 1<sup>st</sup> Reading.**

24 Ayes, 0 Opposed, 0 Abstentions

5. Resolution F15-D: Early Placement in High Schools (Math)

6. YCCD Policies and Procedures

Curtis Martin mentioned that the only Policy Senate should be concerned about is Draft 2510 - Participation in Local Decision Making, which is not new but is being revised. It speaks to the participation of the various constituencies and references back to 7-8049 that was referred to in the Mini Lesson.

C. Martin mentioned that a procedure for hiring faculty that was mutually agreed to with the District from 1992 disappeared, not the policy but the procedure, even though the procedure is still being used. The Board has agreed to work collegially with Academic Senate to resolve the situation and he hopes to have a draft for the next Senate meeting. The draft is outdated and needs to be updated. A Task Force will be working on this and has not met as of yet.

A. McKissick mentioned that the link for the Policy Committee page is very limited and restricted and has only the current list of policies to be reviewed. The previous lists are not available, and after inquiring was told special authorization is needed and to talk to Jim Sahlman and Curtis Martin. YFA Executive voiced a strong concern and J. Sahlman has written the Board and asked if it can be made available.

C. Martin will put the next set of Policies to be reviewed on the Academic Senate Consent Agenda. Any recommendations of improving the language, please forward to C. Martin.

V. **INFORMATIONAL ITEMS**

VI. **REPORTS**

a. ASMJC Senate – Tommy Ledesma

T. Ledesma mentioned ASMJC is in the midst of filling 9 positions on Senate and should be completed by next week. At the last meeting several budgets were passed. The budget was passed for Cram Night, and for those planning on being involved in that event, please let T. Ledesma know ahead of time so he has the appropriate supplies needed. ASMJC sponsored both the Sports Department for Turkey Trot and the banner for the football field. For their next meeting they are looking to pass the budget for the Harvest Festival, and plan on feeding 900–1000 people near or around Thanksgiving. They are attempting to pass the budget to be able to purchase the caps and gowns for the next graduating class of approximately 500 – 550 students as an appreciation for attending MJC. Over the last week 300 students were fed at the Chicano Cultural Day. Voter Registration Day, Constitution Day, and Club Rush took place, where 300-400 students were fed on East Campus and on West Campus another 300 -400 students the following day. He would like to encourage school spirit back to the college. The Girls Volleyball team will be playing against Sierra College on October 2. Homecoming will be on October 17. October 10, at the Pavilion, the Ag Department will be putting on the Truck and Tractor Pulls.

b. President’s Report – Curtis Martin

C. Martin said his main primary job before the next Senate meeting is to come up with a document in the YCCD Contract Hiring Procedures. Institutionally it has been discovered that we do not have Educational Master Plan and the last one was written in 2006/2007 and is a major endeavor. A committee is being organized to see how we will implement this. It is what guides the institution through what MJC should be doing. Everything should flow from the Educational Master Plan. The Technology Committee, which has not met since 2013, is being put together again and it is part of the Accreditation process and is outdated.

As part of the evaluation of Engaging All Voices, College Council has put two Task Forces together. One is to come up with an instrument to evaluate the councils and how councils work and the other to start looking at Engaging All Voices at what needs updating, modifications and strengthening to make sure what is in the document is actually our process.

There has been a committee working on Program Discontinuance for about a year, but there is Policy 4021 that addresses Program Discontinuance. They will separate the Program Discontinuance which should go into the Policy of Curricular Matters rather than Discontinuance. More than likely it is a document that will have to be negotiated because it talks about money, administrative decisions, and fiscal decisions. It is complex because it includes several areas.

c. Legislative Analyst Report – Deborah Laffranchini

The report will be at the next meeting.

d. Accreditation Council – Brian Greene

C. Martin said that the Accreditation Council met and agreed to start putting together the Tri-chairs of those committees. This is probably the most important committee dealing with Accreditation on campus. The Tri-chair model is each standard is let by a faculty member, an administrator and by a staff member.

- e. Instruction Council – Deborah Laffranchini – report following.
- f. Facilities Council – Jim Howen – report following.
- g. Resource Allocation Council – Kevin Alavezos – meeting was cancelled.
- h. College Council – Chad Redwing, Bill Anelli
- i. Faculty Representative to the Board – Michelle Christopherson – she will give next meeting.
- j. Curriculum Committee – Chad Redwing, Barbara Adams
- k. Distance Education Committee – Eva Mo – report following

E. Mo mentioned the Help Desk is not covered fully on Mondays but is being covered by Mike Smedshammer. YCCD is trying to cover on Mondays. Please inform Online instructors there is no strong support on Mondays anymore and they may have to revise their due dates.

- l. Student Services Council – Ross McKenzie – report following
- m. Faculty Professional Development Coordinating Committee and PDCC – Bill Anelli
- n. Outcomes Assessment Work Group (OAW)

Finally a Co-chair has been appointed for OAW, Nita Gopal has accepted that position.

- o. District Advisory Technology Committee – John Zamora

**VI. ITEMS FOR FUTURE AGENDAS**

David Chapman brought forward a personal issue with a student. C. Martin will check with Student Services.

**VII. ANNOUNCEMENTS**

Bill Anelli mentioned that Lynn Rothschild, a well-known speaker of NASA, will be at Mary Stuart Rogers on Oct. 9, 2015

**IX. OPEN COMMENTS FROM THE PUBLIC - none**

**X. OPEN COMMENTS FROM SENATORS**

E. Dambrosio mentioned if anyone wanted to work on the Handbook, please let her know.

**XI. ADJOURNMENT Adjourned at 5:40 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."

Academic Senate

Curriculum Committee Report

Submitted September 28, 2015

The Curriculum Committee

The Curriculum Committee met on Tuesday, September 22, 2015 at 2:40 PM for their regularly scheduled meeting.

- Committee Actions:
  - Reviewed and approved 24 course proposals (revisions and adoptions)
    - 1 course pulled, discussed at meeting, and approved
  - Reviewed and approved 11 requisites requests (maintaining, requesting new)
  - Reviewed and approved 7 local requirement requests (maintaining)
  - Reviewed and approved 17 GE requests (maintaining, requesting new)
  - Reviewed and approved 3 DE proposals (maintaining)
  - Reviewed and approved 1 materials fee request (maintaining)
  - Reviewed and approved 1 program proposal (modifications)

Respectfully submitted,

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

Prepared by Debbie Laffranchini

**Education Master Plan**

- Kathleen Ennis researched other college EMPs
  - Colleges were selected because they did not have accreditation challenges
  - Looking to see if other colleges had plans that were more efficiently organized
- Canada College emerged as a college who had a concise, well-written document
  - 39 pages
- Editor or work group needs to be formed
- January 2016 is target date to get draft completed
- Newly-written EMP will be in effect to guide by 2016/2017

**Faculty Hiring Prioritization**

- Entire packet for hiring prioritization was discussed
  - Scoring sheet (rubric), 80 points, four elements was presented
  - Instructional/Enrollment Management Outlook was presented
  - IC Hiring Prioritization Process document 2015/2016
- Challenges to our current process were identified
  - Needing to identify retirement three semesters in advance for December retirement
  - Transfers to Columbia College
  - Advancements within our college
- Challenges to our current process will be discussed and addressed in next year's Hiring Prioritization, this is a living document

**Report to Senate: Distance Education Advisory Committee, September 21, 2015**

From: Iris B. Carroll

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

Date: September 25, 2015

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1. Representatives from Columbia College joined our meeting online.
2. Joint Resolution to Adopt Canvas

Michael introduced a draft of a joint resolution of the Distance Education committees at both colleges to be presented to the Academic Senates of both colleges. The resolution supports the Districtwide adoption of Canvas in connection with the OEI recommendation for a statewide CMS. Because choosing a CMS is an academic and professional issue, the DEAC seeks Senate approval to move this project forward, and because we have a Districtwide CMS, passing the resolution at both colleges is appropriate.

Michael explained the migration and transition process and timeline. The plan, which is still being developed, is to start with a small cohort of teachers who will begin using Canvas in January 2016. During the summer of 2016, migration for a larger group of classes will begin and migration should be completed by June 2017.

The committee had a long discussion about the training/mentoring components of the draft resolution. The committees felt strongly that we need strong faculty support during the transition process even though the training requirements are said to be minimal. Committee members stressed that even though training may not be the big issue, the time and effort to transition fully-developed courses into a new system could be significant. Michael stressed that the OEI will provide training and that Canvas has a transition team. In addition, OEI recommends that district cost savings be applied to training, mentoring, and transitioning at the colleges.

To finalize this resolution, a small subgroup of this committee stayed after the meeting to clean up the resolution so that Columbia could meet its Brown Act notice obligation and take the resolution to their Senate meeting this Friday, September 25, 2015. The final draft of the resolution was emailed to all committee members for a final viewing before being forwarded for a Senate first reading. While this resolution has not yet been officially voted on by the DE Committee, anecdotal support was gathered through email exchanges.

Coordinating the timing for this resolution with Columbia College is important in order to be part of the OEI spring 2016 migration cohort. Melissa Colon from Columbia will try to get the specific deadline that we need to meet to be part of spring migration, but since the spring 2016 cohort starts in January, the deadline is sometime this fall semester. If we join the spring 2016 cohort, we have 18 months to fully transition to the new system before our Blackboard contract expires in June 2017. If we do not join the spring 2016 cohort, we will either (1) have one semester less time to fully transition, or (2) we will need to renew our Blackboard contract at a cost to the district to allow more transition time for students, staff, and faculty.

### 3. DEC Membership Roles Review

Next we reviewed the membership list on the committee's webpage. We agreed to the following actions:

- We need to seek a new curriculum representative
- Brian DeMoss has been replaced by Jennifer Ahlswede
- We need to seek a new Instructional administrator
- Mike to contact ASMJC student rep.
- Mike will ask Patrick Pimentel, Sr. to be the MJC-serving media/ITC rep.
- Mike will check with reps at large to see if they can continue to serve.

### 4. Reports on Action Items from Previous Meeting

- Update DE Webpage – The committee webpage is current all the way up to this meeting.
- Check with Nora to see if DE success and retention report can be run to show only where there is online and on-campus equivalent course. – Mike did check with Nora. They got a report comparing online and f2f retention and success. The data show that the numbers are the same for online and f2f classes with about a 7% gap between online and f2f retention. The most dramatic gap is seen in the African American population. This is an update to the data we looked at last spring. Mike will provide us with the link for this updated data.
- Will follow up with Claudia Mery about the DSPS compliance checklist – Claudia sent Mike the updated compliance checklist that he will make available to online instructors. Claudia is the alternate media specialist; she works on a lot of captioning. MJC is one of the few schools that provide this service. The question of where discussions regarding funding for this service happens was raised? Brenda Thames explained that the discussion happens in this committee then moves to a resource allocation request and from there to RAC. Because sustainability of this service will be difficult, we began brainstorming possible funding opportunities. This is an equity issue that affects English language learners as well as students with disabilities. One suggestion was to embed this type of request in grant applications. Many faculty caption using YouTube because it is easy to edit. Mike reiterates that captioning is happening at MJC but it is very costly and resource intensive. The suggestion was made to put this captioning discussion on a future agenda.
- Procure Instructional Materials for DE Summer Academy – Mike reported that the summer academy was a roaring success. Mike hopes more members of the DE committee will attend in the future.
- Invite DE Committee members to help select Online Faculty of the Year, 2015 – Mike reported that this was done and Kim Gyuran was selected.
- Online Teachers Conference – Mike reported that several faculty members went to the conference and learned a lot. Mike and other participants shared what they learned at the Assilomar retreat.

### 5. Other Reports from Summer

- Summer Re-Certification Cohort – Mike reported on the success of this a one-month program, which was taught as a flipped course.
- Help Desk Protocol and Hours – Mike showed us Blackboard help desk call statistics focusing on the 5-8 pm hours. Due to a change in staffing hours, Mike and District IT have been working on creating a triage method for help desk calls on Mondays. Calls will initially go to the District help desk (x7900). If



the question is complicated it will come back to the DE help desk if the caller is a student. If the caller is a faculty member, the call will be routed to Mike. The tradeoff is that we will no longer be staffed from 5-8 pm but will be able to offer Saturday hours. Because help desk traffic is so high during the first few weeks of the semester, District agreed to cover those evening hours. Mike stressed that this procedure has just been worked out. If students call x6412 they are told to call x7900. Faculty need to know to update information they've given to students in light of these changes. Eva pointed out that faculty may need to change their due dates and times. The committee would like to pursue the possibility of 24/7 helpdesk support. Also, a request was made to evaluate this service change at end of semester and to try to make these changes and communicate them to faculty, staff, and students before the semester begins.

- Universal Blackboard Shells – Mike stated that this will happen. Every course will be given a course shell.
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6. Online Instruction Cohorts update – Mike reported that there is an active cohort this semester.
  7. Shift to OEI Course Rubric – This issue was reported in our last meeting. Mike told us that the shift has happened.
  8. Senate Report - This agenda item was skipped due to time constraints.
  9. College Council – Mike reported that Respiratory Care is planning on having many of their courses online.

Student Services Council Report  
September 25, 2015  
By Ross McKenzie

There were not any action items; it is informational only.

While we discussed many things, there are only two of note:

- 1) MJC is contemplating using the CAASPP EAP test as one of our multiple measures to allow qualified students to assess into college-level English and Math courses. By doing this we would be aligning ourselves with CSU policies.
- 2) 85% of MJC students qualify for a BOG fee waiver. If a student does not make satisfactory academic progress, they will lose their waiver. The timelines on losing and appealing a loss of a BOG fee waiver are tricky (mostly because students will have already registered for classes when it is determined that they've lost their eligibility), and a task force is in place to make the entire process more straightforward and transparent.

### **BENCHES PROJECT**

Al Alt advised the committee of the Founders' bench project update. Dave Keener and Tim Nesmith researched the mounting of benches to the walls of Founders Hall and found that the studs in the walls would not be conducive to the benches measurements nor would they appear aesthetically correct. In consultation with the project sponsor, Demetri Keriotis, one bench was ordered and anticipated to arrive on 10/16/15. The bench will be tested and feedback will be brought back to Facilities Council.

### **UPDATES**

#### **Measure E Project Updates – Tim Nesmith for Matt Kennedy**

Remaining funds will be utilized on campus painting and the Ag Storage Building.

#### **West Campus Roads & Pathways – Tim Nesmith for Matt Kennedy**

West campus loop road is in its first phase and is out for DSA approval. It will then go out for bid. Demolition has been done on the old shipping/receiving building and the MICL building. Cleanup is still ongoing since the buildings have been knocked down.

Construction of the new district office is ongoing. Steel is arriving today.

#### **East Campus Roads & Pathways – Tim Nesmith for Matt Kennedy**

North and South Campus Drive renovation is complete. Stadium Way renovation is underway.

A cement pad was poured connecting dug outs at the baseball field for ADA compliance.

#### **Facilities Update – Tim Nesmith for Judy Lanchester**

Judy Lanchester, Assistant Director of Facilities Planning & Operations has taken over for Dave Keener. Dave will be reporting to Columbia College.

A contract for the design of a new steam line is underway which will start next summer.

#### **Scheduled Maintenance Projects – Tim Nesmith**

Re-roof Tenaya and welding building. Re-roof Morris Memorial. Replace well pump #1 on west campus. Replace heat exchanger and pumps in Founders Hall and Forum Building.

#### **Risk Management – Dorothy Pimentel**

Dorothy and Kathy Pritchard are working on a management system for safety training which focuses on Worker's Compensation.

#### **Campus Safety/Parking & Traffic Issues/MJC Health & Safety Sub-Committee – Lloyd Jackson**

PARKING AND TRAFFIC COMMITTEE- This committee is historically a district committee as it covers district, Modesto Junior College and Columbia College parking. Options going forward would be to keep it as a district committee to include both colleges or each college would have their own committee. Al will consult with John Black, Director of District Security, and report back at our next meeting.

There are processes that are normally done under the recommendation of the Parking & Traffic Committee. This includes annually counting all parking spaces to include student, staff, motor vehicle and motorcycle. The committee makes decisions about space utilization and hears/handles complaints. Lloyd will be presenting parking issues to the Facilities Council next month as an agenda item.

#### **Technology Services/Media Services – Jeff Swank**

Technology Services has caught up on projects that were on hold from the summer. Media Services renovated 12-15 classrooms over the summer. Media Services has approximately 11 projects in the near future that consist primarily of classrooms and some conference rooms.

#### **Space/Scheduling – Sherri Suarez**

The input of the spring schedule was finished last week.