



**ACADEMIC SENATE MEETING
APPROVED MINUTES
SEPTEMBER 17, 2015**

Members Present: Curtis Martin (President), Chad Redwing (Vice President), Bill Anelli (Secretary) Deborah Lafffranchini, Allan McKissick, Belen Robinson, Bob Droual, David Chapman, Elizabeth David, Ellen Dambrosio, Eva Mo, Ginger Charles, Jacqueline Faris, Jim Howen, Jim Stevens, Kevin Alavezos, Lonita Cordova, Mike Adams, Lisa Riggs, Paul Berger, Shelley Circle, Tommy Ledesma (President of ASMJC)

Members Absent: Gail Brumley

Guests Present: Al Alt, Andrea Craddock, Brenda Thames, Flerida Arias, Hans Hauselmann, James Todd, Jill Stearns, Michelle Christopherson (Faculty Liaison to the Board), Leticia Lasota (ASMJC)

C. Martin mentioned he invited the MJC President and the Vice Presidents to give their vision of where the college is headed from their perspective.

- President J. Stearns mentioned her overall goal is to spend time understanding our data so that our students can be understood. Achieving the Dream is something that she believes will help MJC as an institution to have some competent understanding of who we serve and be able to begin to meet the goals that have been set for community colleges. MJC is at a place that we have the opportunity to look critically at who our students are, what tools they had when they arrived and how long it may take them to exit.

There is a lot of work this year in preparation for our self-evaluation. There are things to be done in preparation and the largest one is taking the work already done around our mission, our vision, our values and our goals and put them together in a strategic plan. The strategic plan will look less like a document and more like a brochure because it will be those elements. There will be a slide-in piece of paper that is an annual update on how we are doing in terms of meeting those goals. It can become a tool that shows the community who we are, and where we are headed.

- Vice President of Instruction Brenda Thames mentioned that we need to look at our scheduling practices to make sure they are aligned with our Student Success efforts, including Basic Skills, Equity and SSSP Plan. Student Services and Instruction are integrated and they depend on each other. From a student's perspective they experience Modesto Junior College, they do not experience boxes of organization of departments or divisions, student services or instruction. The student population needs to be looked at and made sure that needs are met in the areas that are impacted. She believes there is work to be done at the high schools to maximize the relationship with the high schools. An Educational Master Plan needs to be done this year and the Instruction Council is already talking about this and the major work needs to be done this semester so it can be sent to College Council. When we wrap up the academic year she would like a Strategic Plan and an Educational Master Plan in place and hoping an Enrollment Master Plan would be a subset of the Educational Master Plan and will have the key items in place for Accreditation. Accreditation is the other key thing that needs to be met. J. Todd is working on typing up things in Program Review and Outcomes Assessment so we transition to eLumen, which will help capture some of the learning outcomes.
- Vice President of College & Administrative Services Al Alt said his vision is to try and integrate Instruction and Student Services. He does not look at Administration as being Administration as Student Services is what we do. His goal is connecting the people that work in Administrative Services and get them thinking their contact with people impact student success and completion. If we make a mistake with a contact, it may be the only contact that person has at MJC. His vision is to tie Administrative Services with what other areas do on a regular basis.
- Vice President of Student Services James Todd mentioned how much as an instructional faculty he did not know the services and support that are offered to students. He thinks it is important that we collaborate in knowing what we do across the campus and how best to get the students the support they need as they are trying to be successful at college. In terms of priorities and things that need to get done, a key

part in the SSSP plan is focusing on making sure that we are getting the orientations, assessment and educational plans done as well as the follow up services. The Success Coaches are helping go through the data we have and contracting and following up to make sure students are receiving the CORE services. He believes we have to reimagine how we deliver services to students in as many ways as possible.

J. Todd mentioned October 16 will be a multi-college gathering and would be important to have a group attend to discuss issues on student success. There will be five colleges there and they are all struggling with how do you deliver multiple measures on your campus, how do think about assessment differently and assessment preparation.

I. APPROVAL OF ORDER OF AGENDA ITEMS

The Order of Agenda Items were passed with no objections.

II. APPROVAL OF THE MINUTES (September 3, 2015)

A. McKissick made 2 corrections to a Motion made in the September 3, 2015 minutes.

M/S (A. McKissick, B. Robinson) Motion to correct the minutes, at the bottom of page 2, regarding the motion made, to show "Motion to direct C. Martin to work with the District," and at the end "for presentation to the Academic Senate".

There were no objections to the corrections and the Minutes of September 3, 2015 were approved.

III. CONSENT AGENDA

1. Senate Appointments
 - a. Steve Miller as BBSS rep to the Outcomes Assessment Committee
 - b. Tim Vaughan as CTE rep to the Instruction Council
 - c. Debbie Gilbert, Ross McKenzie, Pam Kopitzke to Director of Basic Skills Search Committee
 - d. Chad Redwing and Curtis Martin to serve as tri-chair of accreditation standard

The Consent Agenda was passed with no objections.

Curtis Martin announced since it was too late to put on the agenda, and will be on the next meeting agenda, Nita Gopal has agreed to serve as Co-chair of the Outcomes Assessment Workgroup Committee.

IV. ACTION/DISCUSSION ITEMS

- A. New and Continuing Business
 1. Election Results for Adjunct at Large (2 vacancies)
 - C. Martin announced there were 3 candidates for 2 Adjunct-at-Large positions and all 3 candidates won as Andrea Craddock was chosen as the BBSS representative for BBSS. In the Bylaws, there is no restriction as to who can serve as a Senator, so as A. Craddock is a BBSS representative, both Hans Hauselmann and Duane Brooks are the Adjunct-at-Large of Academic Senate.
 2. [Basic Skills Initiative Plan Update](#) – Presentation by Flerida Arias

F. Arias gave a brief presentation and acknowledged there were pieces missing from the document.

3. Constituency Review - Allan McKissick

There was a vibrant discussion and then A. McKissick made a motion from the floor.

M/S (A. McKissick, M. Adams) The Academic Senate Executive Committee is directed to arrange for agendas, supporting documents, and minutes of the MJC College Council, YCCD District Council and District Council Policy and Procedures Review Committee to be communicated directly to all members of the Academic Senate and posted on the Academic Senate website.

Discussion took place and A. McKissick offered an amendment to the motion.

After a prolonged discussion the Senate amended and approved the motion as follows with two nays.

M/S/C (A. McKissick, E. Mo) The Academic Senate Executive Committee is directed to arrange for agendas, supporting documents, and minutes of the MJC College Council, YCCD District Council and District Council Policy and Procedures Review Committee be posted on the Academic Senate website.

4. [Engaging All Voices Workgroup](#) - Curtis Martin

The President has announced a committee is being put together and after he receives direction from the President's office, C. Martin will begin putting together faculty for this committee. He wants direction what needs to be worked on.

5. Student Success and Equity: [Academic Senate Priorities for 2015-2016](#)

C. Martin requested that all review the Academic Senate Priorities list and each to give their priorities, any additions or deletions. He authorized taking back to constituents for review and bring back to the next meeting or turn them in ahead. Hopefully by mid-October Academic Senate should have their priorities for the year.

6. [Faculty Hiring Prioritization Process Revision](#)

7. [Board Policies and Procedures Revision](#) – Curtis Martin

8. Resolution F15- A: [Elimination of Bottled Water in the Academic Senate](#) – Bob Droual

9. Institutional Review Board at MJC (IRB)

V. INFORMATIONAL ITEMS

VI. REPORTS

- a. ASMJC Senate – Tommy Ledesma
- b. President's Report – Curtis Martin
- c. Legislative Analyst Report – Deborah Laffranchini
- d. Accreditation Council – Brian Greene
- e. Instruction Council – Deborah Laffranchini
- f. Facilities Council – Jim Howen
- g. Resource Allocation Council – Kevin Alavezos
- h. College Council – Chad Redwing, Bill Anelli
- i. Faculty Representative to the Board – Michelle Christopherson
- j. Curriculum Committee – Chad Redwing, Barbara Adams
- k. Distance Education Committee – Eva Mo
- l. Student Services Council – Ross McKenzie
- m. Faculty Professional Development Coordinating Committee and PDCC – Bill Anelli
- n. Outcomes Assessment Work Group (OAW)
- o. District Advisory Technology Committee – John Zamora

VII. ITEMS FOR FUTURE AGENDAS

VIII. ANNOUNCEMENTS

IX. OPEN COMMENTS FROM THE PUBLIC

X. OPEN COMMENTS FROM SENATORS

XI. ADJOURNMENT Adjourned at 7:00 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."

INSTRUCTION COUNCIL
September 15, 2015
By Curtis Martin

Hiring Prioritization -

1. Deadline to submit **REPLACEMENT** positions to the Instruction Office: **October 13**. The Instruction Council needs a quick turnaround because they plan to discuss the positions a week later during the **October 20** meeting.
2. Deadline to submit **GROWTH** positions to the Instruction Office: **October 27**. To be discussed at IC during the **November 3** meeting.

There was broad consensus that we move quickly in order to place job announcements very early in 2016.

Program Review –

1. **Creation of the Program Review Taskforce:** The taskforce's responsibility is to create questions and data sets to be incorporated into program review.

Taskforce volunteers: Curtis, Kathleen Ennis, Kim Kennard, Brian Sanders.

Education Master Plan – (EMP)

1. EMP is a keystone of any successful accreditation. If that is the case, there is much work to accomplish. We need further direction before we begin our work:
 - a. What is the timeline?
 - b. What resources will be made available?
 - c. What are the best approaches to realistically complete the tasks in a timely manner?

Kathleen Ennis volunteered to provide sample EMPS from successfully accredited schools.

Resource Allocation Council

September 4, 2015

By Kevin Alavezos

- Orientation will be provided for new RAC members.
- The committee reviewed the Budget and FTES Summary—see attachment.
 - Data was reviewed.
 - During the 2014/15 year, MJC recaptured the 500 FTES rollback and an additional 202 FTES. The college captured a total of 14,657 FTES.
 - FTES target for 15/16 is 15,024.
 - College target budget is estimated to be \$53,245,592 for 15/16.
 - IELM funds have been received by the District, but have not yet allocated to the colleges.
- Next meeting is September 18.

Resource Allocation Council
Budget and FTES Summary

A	Fiscal Year	2012-2013	2013-2014	2014-2015	2015-2016
B	College Target	\$47,721,506	\$48,523,831	\$48,818,252	\$53,245,592***
C	Expenditures	\$46,886,381	\$48,676,345	\$48,998,872	\$53,245,592
D	PTOL Budget	\$7,807,670	\$8,838,291	\$9,158,692	\$10,263,950
E	Expenditures	#7,853,720	\$10,203,986	\$10,79,000	10,700,000 proj.
F	FTES Target	14,033	14,455*	14,455**	15,024
G	FTES Earned	14,033	14,455	14,657	15,091 projected

- 1) 2013-2014: Rollback of 500 FTES
- 2) 2014-2015: Earned rollback + 202 toward CC
- 3) Summary of Adjustments:

MJC Business - \$982,587

SB361 Adjustment - \$965,586

FON Increase - \$770,000

202 FTES - \$566,610

- 4) PTOL: - \$436,050

Estimated at First Day of School

Another budget adjustment anticipated in October

Accreditation Council
September 10, 2015
By Ellen Dambrosio

The Accreditation Council met but did not have quorum, so there was no official business conducted. We did informally discuss how to find lead writers for each standard (leaning toward tri-chair model we used for the last accreditation report).

Student Services Council
September 4, 2015
By Ross McKenzie

The Student Services Council met on 9/4/15. We discussed the new student success coaches, and ways the college could better direct students in need to the coaches who could help them. We also talked about the timelines on SSSP and SEP reports. Finally, we looked at a rough mockup of what an online orientation would look like. The initial presentation had many flaws and omissions, so we discussed ways to improve it, such as having our best online instructors make short, embedded videos explaining various topics.

REPORT BY BILL ANELLI - Professional Development Coordinating Committee (PDCC) - last week the PDCC had its first Fall 2015 meeting (Wed, 12:30-2 pm). We meet the first Wednesday of each month. Michael Sundquist (admin), Judy Wagner (classified), and Bill Anelli (faculty) are the tri-chairs.

ISSUES OF INTEREST TO FACULTY:

1. **FLEX – PROCEDURES AND CRITERIA REVIEW** – Michael Sundquist (admin) requested that we begin a review process of existing procedures and flex criteria and then discuss with our groups (senate, classified, etc). I explained that the senate and admin approved the current process a couple years ago with the understanding that the state would soon usher new guidelines for professional development. This has not yet occurred.
 - a. **ASSESSMENT:** To create a system, ie, a form, by which those who complete professional development activities report back to relevant parties, including the PDCC.
 - b. **Double Dipping - Independent Flex** – we clarified that double dipping (using an activity for both flex and column advancement) is not allowed (Mike asked for clarification).
2. **DEFINING PROFESSIONAL DEVELOPMENT** – in order to clarify flex the PDCC will be discussing the definition of professional development so that it can be operationalized in a clearer manner.
3. **MONEY!! - \$FUNDING\$** - George mentioned some possible future funding sources for MJC professional development
 - a. **MJC Foundation?** Since funding for faculty conferences may be forthcoming from the state, the MJC Foundation is holding off for now on funding faculty conferences.
 - b. **State of California** *may* be earmarking monies for faculty conferences per George Boodrookas.
 - c. **SSSP/SEP** – Equity monies may be available for professional development that address equity issues with students/success.
 - d. **Divisions** sometimes have funds available for professional development
4. **FACULTY LEARNING COMMUNITIES**
 - a. BBSS has offered to start a pilot program, Faculty Learning Communities – small groups of 8-10 faculty who meet every three weeks. Each cohort will choose readings from the Scholarship of Teaching and Learning (SoTL) and integrate these readings with courses being taught. Funding support (\$3,000) mostly for adjunct stipends has been approved from Brenda Thamnes. Bill will be asking the senate to formally co-sponsor these as well. Presently about 15 faculty have expressed interest. FLCs are based on a nation-wide approach created by Dr. Milton Cox of Miami University. Bill learned of this approach at a Libby conference paid for with Title V funds a couple years ago.
 5. **INSTITUTE DAY** – there were few faculty-related sessions given the Asilomar conference. Turnout was very low at the Thursday, Institute day sessions on Title IX and the Behavioral Intervention Training. Hopefully future workshops will be better attended given the importance of these topics.
 6. **SENATE WEBSITE** – If you have suggestions for the upcoming senate website please email me – anellib@mjc.edu