



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
NOV. 21, 2013**

**Members Present:** James Todd, Jennifer Hamilton, Deborah Laffranchini, Bill Anelli, Chad Redwing, Mike Adams, Allen Boyer, Allan McKissick, Andrew Campbell (ASMJC President), Barbara Jensen, Bob Droual, Christopher Briggs, Deborah Gilbert, Ellen Dambrosio, Eva Mo, Hunter Wright (ASMJC), Jim Howen, Jim Stevens, Kevin Alavezos, Layla Spain, Mike Morales, Paul Berger, Paul Cripe

**Members Absent:** Catherine Green, David Boley, Lisa Riggs, Susan Kincade (VP of Instruction), Tina Giron, Travis Silvers

**Guests Present:** Brian Sinclair (Faculty Liaison to the Board), Greg Hausmann, Allen Luty, Asia Reed (ASMJC)

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

J. Todd wanted to move up the President's Report after the Consent Agenda.

**M/S/C (J. Hamilton, L. Spain) Move to approve the order of the agenda items with the modification of moving the President's Report after the Consent Agenda.**

21 Ayes, 0 Opposed, 0 Abstentions

**II. APPROVAL OF THE MINUTES (Oct. 17, 2013)(Oct. 31, 2013) – Oct. 31, 2013 to be reviewed on Dec. 5, 2013**

**M/S/C (J. Hamilton, E. Dambrosio) Move to approve the Oct. 17, 2013 minutes.**

21 Ayes, 0 Opposed, 0 Abstentions

**III. CONSENT AGENDA**

A. Appoint Sam C. Young to the Student Services Council

J. Todd mentioned 1 more representative is needed for that council, if you are aware of anyone that would like to be on the Student Services Council please let him know.

B. Appoint Jennifer Hamilton and Chad Redwing (Chair) to the joint YFA-Academic Senate FON / 50% Law Task Force.

J. Todd reported that he spoke to YFA & John Leamy and mentioned the importance of reviewing how our 50% and FON (Faculty Obligation Number) is being calculated. There are projections for it and it will be implemented and enforced. This could mean faculty hires, or salaries and benefits depending on how the numbers come out. The idea is that all from YFA and both Senates would have an ongoing review board that could look through line by line who is assigned to what categories in the 50%.

C. Redwing reported some general information regarding the 50% law. He read their definition of Instruction verbatim.

*"... an employee of the district employed in a position requiring minimum qualifications and whose duties require him or her to teach students of the district for at least one full instructional period each school day for which the employee is employed..."*

C. Redwing said 50% of the college's budget must go toward that. He also said that over the last decade 6 out of 10 districts don't meet this 50% law and there are a couple of ways around it. He went over the two ways.

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C. Redwing said the other thing is the Full Time Obligation Number. The Community College Board, just a couple of weeks ago, passed an action suggesting that the obligation is now in effect. He commented on the prior history, what is currently happening, what the obligation is based on and what could happen as a result.

**M/S/C (E. Dambrosio, P. Cripe) Move to accept the Consent Agenda**

21 Ayes, 0 Opposed, 0 Abstentions.

**President's Report – James Todd**

J. Todd mentioned that the Accreditation Visit went really well. He felt that it couldn't have been any better. He had a meeting with Glen Rockford about governance and it was a strong and good meeting in terms of what was accomplished in Senate and our participation in this structure.

J. Todd also met with the President of Cabrillo College regarding the assessment piece of the visit. That also went well. He will send out an email either Friday or Monday and it will direct you to the work that was done over the last month. He mentioned there are a lot of things now up on the website. He feels like we have a good chance of going up and hopes we go full on accreditation.

**IV. ACTION/DISCUSSION ITEMS**

**A. Continuing Business**

**1. Elections (At Large Senator)**

No one has put their names in, so we will send out again and J. Todd will mention it on Institute Day to vote if nominations have been received.

**2. Field Trip Policy**

Information from John Leamy has not been received. Item has been tabled.

**3. Facilities Council – Report following**

J. Howen gave a report regarding the Unfunded MJC Projects. He heard there was over \$1 million in cost savings in projects and how do we spend it. He went over the unfunded projects and for each one he included his personal comments. This coming Monday, Nov. 25<sup>th</sup>, there will be a ranking done. He will send out an electronic copy. He will take a list of priorities to the meeting. There are only 8 voting members and since he is your representative email him with your ranking or requests. J. Todd requested that he be sent a copy along with a copy to John Zamora and Jim Howen of your rankings or requests. Initial recommendations are needed. J. Todd will make sure all senators get a copy of the link of the proposed projects list.

**4. Student Services Council – Report following**

L. Spain reported there were two items discussed at the last Student Services Council. The first item was the Early Alert for faculty. This connected to a database called SARS. She reported how the system worked. This service is going to be reviewed to see if it is a real service to students and improve it or not. They will also be looking at other colleges to see what they are doing.

The second item discussed was the Summer and Fall Registration will be on the same day beginning April 2014. There were pros and cons regarding this issue. It has been reported that other colleges are doing this and it is working well. The Business Services Office has issues due to if a student registers for both sessions they have to pay for both sessions within nine days otherwise they will be dropped from all classes. They have to come up with money for both sessions if they don't qualify for Financial Aid. The positive side of same day registration is if students can't get classes here they can go to other colleges for those classes.

J. Hamilton has been attending the Student Success Taskforce meetings and mentioned they have been talking about this for a while and MJC is the only college that was waiting so late for Fall registration.

D. Laffrachini said one of the challenges is students are taking prerequisites during the summer so they can take other classes during the fall and PiratesNet won't let them register. They are telling students if they are trying to register and are unable to, to come in and let them know and they will be put on a list so they know who is trying to register for those classes.

J. Todd mentioned that Brenda Thames gave a presentation at District Council regarding Student Success Initiatives and discussed our role in what we need to do in the next couple of years. There will be reports due in March and October 2014 on how we will meet all the goals. He briefly went over what will be happening in the future. In the end it is supposed to help us get students to be more successful. It will put more pressure on campuses.

There was a brief discussion about Prerequisites and the following classes in different circumstances, for instance, if the prerequisite was not passed and the next class is now not available.

#### **5. Instruction Council – Report following**

J. Todd mentioned that are 2 documents, which is just to show how the Instruction Council will accomplish the Hiring Prioritization that was approved.

D. Laffrachini said it was determined there are 11 positions from last year. 8 of those are replacement positions and 3 will be growth positions. Originally they were to be in by Nov. 25 and that has now changed. Instruction Council is only going to look at the replacement positions the first round and then the 3 growth positions and any growth positions that divisions are applying for.

J. Todd said he was the reason it got backed up. He wanted to make sure divisions were looking at applications whether replacement or growth, looking at Program Review, looking at the history and having conversations in the divisions. He wanted growth positions to be looked at, filled out, looked at Program Review and know we have a group that's disseminating information, getting it back and ranked. He called Jill Stearns and Susan Kincade with his concerns about how pressed it was time wise.

J. Todd went over how the Hiring Prioritization should be done.

Deans will meet on Dec. 2 to present what divisions have put forward for replacement positions. Academic Senate will meet on Dec. 5 and will get that list. His goal for replacement positions is not about how they were ranked, because they are ranked within the divisions but his question is did everyone look at the data and did you, in your divisions, use a policy and procedure that was a shared governance that all agreed upon to put forward whatever position. When they talk about replacement positions on Friday, Dec. 6, 2013, it should be a consent that division's put these positions forward.

The growth positions are different. That is when we need to have things up for grabs and need to make sure all divisions have ranked appropriately and data looked at. That was the reason for slowing it down.

J. Todd mentioned a replacement position when there is a discussion is a division's position. It is not just a replacement for a discipline. The division should be able to look through whatever procedure and policy it has at different applications and the history presented. If there is not a full application it should not be ranked.

There was further discussion of the process and the results of the process. It was mentioned that our senators should go back to the divisions, make sure that this data gathering is in place and let Deans and other faculty know that this needs to happen in order for it to move forward and be on the consent agenda. That is one active thing we can do as senators. J. Todd said he will send it and senators will confirm it.

**6. Accreditation Council – no report**

**7. Resource Allocation Council – report following**

**8. College Council – haven't met since last meeting**

J. Todd mentioned that he spoke to YFA about the parking. It looks like the parking fees will go through, but strongly urged them to look at part time parking for part time faculty. It will go on the Board Agenda.

**B. New Business**

**1. College Council AS Representative**

J. Todd mentioned that he thought the College Council Academic Senate Representative is an important and that it would be best to elect someone. The position is an unpaid position, that person would go to College Council and represent us. His question was does this position need to be a senator or anyone from the body at large of faculty.

It was decided that: 1. It would be a senator, or 2. If no senator steps up then they would look outside the body, but that person would have to have served as a senator previously. The timeframe to serve was discussed and it was decided that it would be a 2 year term beginning Fall 2013. That elected person would serve 1 ½ years.

J. Todd will write up a resolution for the next meeting.

**2. Accreditation Visit Update – was already discussed.**

**3. Fall 2013 ASCCC Plenary**

There is a Powerpoint presentation, but it will be moved to the next agenda and possibly posted to the website. J. Hamilton mentioned there are things that should be looked at before the next meeting. They were presented with a new draft of 2 of the ACCJC standards. They need to be looked at because it will have implications for the future, and some is getting close to the boundaries of 10 + 1. Links can be uploaded to be looked at.

These resolutions are the ones voted on and a large amount of resolutions about ACCJC. J. Hamilton said if you don't know about San Francisco City College there is a presentation link that gives the history of the Accreditation snafu and the legislation that has been going on. It explains a little what has happened here.

J. Todd mentioned there are 3 areas being worked on for Institute Day. 1. Credit/No Credit, 2. General Education and 3. Student Success Initiatives.

**V. REPORTS**

**A. Student Senate**

Andrew Campbell introduced Hunter Wright, Senator for Library and Learning Resources and liaison in case he is late or unable to be here and Asia Reed, Senator for Science, Math & Engineering. He mentioned that he also had a good meeting with the Accreditation follow up team. He was pleased to give a good report.

Cram Night is Thursday, Dec. 5, 2013, 8 pm and more information will be coming.

Club Advisor Training, will be Tuesday, Nov. 26, 2013, Mary Stuart Rogers, from 1 – 4 p.m. This brief training will not be recorded this time; the more extensive one will be recorded on Institute Day or Institute Week for those who are unable to make this and will be uploaded to the MJC website.

**B. Faculty Representative to the Board – Brian Sinclair - no report**

**C. Legislative Analyst - Chad Redwing – report following**

**D. Outcomes Assessment Work Group (OAW) - James Todd**

There will be two things, but he will send something out either Nov. 22 or Nov. 25.

**E. Curriculum Committee - Jennifer Hamilton**

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J. Hamilton will submit a written report to go along with the minutes, but there is important information about high unit values and issues about courses being held up. There is also a resolution being proposed for a process when courses get stuck at a Dean's level, there would be a way to move those courses forward.

**F. Faculty Professional Development Committee and PDCC - Bill Anelli**

B. Anelli sent out an email for ideas for breakout sessions. A survey will be sent out asking what breakout sessions would be attended so a schedule can be put together.

**G. Administration Report - Susan Kincade – No Report**

**There was a Distance Education Report – Eva Mo – report following**

**VI. ITEMS FOR FUTURE AGENDAS**

M. Morales has spoken to administrators and B. Sinclair at the last meeting. M. Morales made a comment there had been a situation with a student that has a service dog. The situation happened in a lab. No one was injured, but M. Morales asked the question if the dog had been trained by a legal company and he was told by the administration that legally he can't ask that question.

**VII. OPEN COMMENTS FROM THE PUBLIC**

**VIII. ADJOURNMENT adjourned at 5:43 pm.**

# Report – Facilities Council – Jim Howen

## Unfunded MJC Projects

Nov. 21, 2013

Ag Storage Building	\$1,187,000	Ag has requested a storage unit to be placed next to the Ag Pavilion. Soil investigations were performed and the site was cleared. The storage is mainly for large Ag equipment (tractors, trucks, etc.) The project will be approximately \$1.2 million, be a very large building and is modeled after the new Shipping & Receiving building.
Comments: Ag is certainly one of the most successful divisions in this part of the state, doing what they do. The Pavillion is already used a lot, and the necessity to store equipment nearby is crucial. All of the actual farming operations are here on West Campus, so facilities here for equipment makes great sense, especially for a large building at relatively little cost.		
Campus Painting - East	\$1,078,000	Campus Painting-Two rough estimates have been put together for East and West painting. Mostly the older buildings would be painted which would tie them together with the newer buildings. All exterior painting and would pull the Campuses together.
Campus Painting - West	\$1,403,000	
Comments: These <i>could</i> be considered a Measure project, but just as easily seen as routine maintenance. We have a painting staff, and they certainly should be able to do what is asked for. However, “tying the buildings together” with color seems like a low priority compared to parking and roads.		
East Campus Roads & Pathways	\$1,300,000	East Campus Roads & Pathways- An assessment was performed of all pedestrian pathways and roads on East Campus and an engineer brought in to look for the worst areas. South Drive is in structural failure and would be a major project and some areas by athletics and the fields have resurfacing and lots of sidewalk needs. Dorothy Pimentel stated we have already had a couple claims regarding sidewalks on East Campus.
Comments: \$1.3M seems like a lot of money for roads and sidewalks, but, well, this is Measure E after all. Compare this to the other road projects and it looks like some paving contractor is going to get the lion’s share of these funds if approved. More on that below.		
El Capitan - MICL Move	\$650,000	El Capitan – MICL Move-Two buildings that were built in the 1940’s that “need to be demolished” are the old Shipping & Receiving building and the MICL building. With this project, the MICL group would move into El Capitan. Angie Vizcarra has options for MICL, Heavy Jewelry & Lapidary, etc. she has researched which might offer a cost savings. Jewelry, Metal Craft and Lapidary into the old kitchen area of El Capitan which would keep those programs away from everything else. They would put up a sound wall where the restrooms are and move MICL to more of a classroom setting. Becky Crow has concerns about usage from a parking standpoint with walking distances and mobility as MICL is our Older Adults program. El Capitan has mostly unpaved parking.
Comments: First- the MICL building is a disaster, and removal should happen ASAP. However, the Receiving building has good “bones” structurally, and just got a new roof. There have been constant complaints from Facilities that there are no places to store excess materials (desks, chairs, swing space etc.), and this would be a great place to do just that. It would make you cry seeing the amount of good furniture that has been thrown away due to this reason (remember the furniture “mountain” outside of Electronics aftrter Pirates’ Village was taken out?). Use the savings to create more PARKING. \$650,000 to move a relatively small program into an existing building??? Suggestions have been made about modifying walls etc, but El Cap already has an office and classroom structure. Modifications to the kitchen area should be minimal.		
Morris Building 1st Floor Remodel	\$1,990,000	Morris Building 1st Floor Remodel-This is a result of secondary effects. At one point Morris 1st floor was vacated, then served as swing space for the Library remodel, and soon will be empty again. The space is not slated for anyone yet and it’s going to take money to remodel. There are many requests for this space. Karolyn Moses, ASMJC, said she is planning on putting a game room for students somewhere on Campus and she is interested in 1st floor Morris. She would like to see a lounge area, game tables, pool table, and a TV with movie rentals available.

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<p>Comments: We still don't have a list of the requestors for this space, and "remodeling" is to be done with a specific use in mind. Blindly allocating two million bucks to spruce up a space for <i>whomever</i> seems foolish at this point. As for a student lounge, that was supposed to be the purpose of the Fireside Lounge, among other uses, and the ASMJC has already spent a bundle there. Game area? Pool? Movie house? All of this in the main administration building? A very unfortunate result of Measure E is that we started with a fairly low space utilization rate, and now with new buildings, we are even <i>less</i> efficient. Folks are trying to seize whatever real estate that they can <i>now</i>, without effectively using what they already have. Bottom line- from what we know, three things are certain in life: Death, Taxes, and Growth of Administration. We should leave the area unclaimed for future Morris functions and remodel when that happens.</p>		
Parking on East Campus (Old GVM Site)	\$975,000	Parking on East Campus (Old GVM Site)-This is a result of secondary effects. The GVM is under construction on West Campus and the East Campus GVM is vacant and was intended for parking to be installed. There is no known designation on whether it would be student or staff parking.
<p>Comments: The idea of parking at the GVM site was to be a longer term goal. Also, a million bucks for a small lot? (If memory serves, somewhere around 50 spaces?). If the City requires restrictions on entry and exit points like they did with the parking structure and lot, there may be even fewer...</p>		
Science Outdoor Education	\$1,132,000	Science Outdoor Education-This is a West Campus project that would have contained a pond, arboretum, trees, a representation of an eco-system from the mountains to valley, and a greenhouse. The project now is only the designed outdoor storage area which is moving forward.
<p>Comments: Ouch! With the completion of the Science building and Glacier Hall, we now have a major increase of potential student loading on West, with an accompanying parking problem. With \$200 million dollars, we have managed to create a duplicate of the East Campus parking nightmare on West campus. We are already short of spaces, and in the future when our classrooms begin to fill closer to capacity, the problem will become unbearable. Again, Ouch! The SME division has taken one-third of all MJC funds for their science center, which includes a major expansion of the Great Valley Museum. The museum went from a paltry 6700 square feet on East campus to a palatial 19,000+ feet on West. Put a nice and convenient parking lot next to the Science building instead of the GVM outdoor wonderland, and serve Science and Nursing students as they deserve.</p>		
***Science North Parking	\$1,132,000 ???	Use the once-proposed GVM garden funds for a parking lot in the same space, just north of the new Science building.
<p>Comments: This is a no-brainer. That is, if we have our students in mind instead of our own narrow self-interests. If there is any doubt, simply ask our students (and public as well) if they would prefer a garden and pond or convenient parking next to the buildings they will use. <i>We already know their answer...</i> This should also include bus parking for the younger schoolchildren who come to visit the GVM.</p>		
West Campus - Brink Entry #6	\$1,199,000	<p>West Campus Roads- Kitchell claims that one of the problems with West Campus is its circulation, which is bigger than the parking problem. Planned projects at district is demolishing some district buildings and turning those areas into parking. 1: This makes another entrance to Campus. 2A: Needs a little adjustment of entry road to make it work. 2B: With the signalization of Blue Gum and Pritchard and the alignment of road adjustment we can put a lot of cars onto the Campus. In our present situation, due to poor circulation, they come onto Campus a lot faster than they are able to exit. 3: Adjacent to Second Street; trying to make an internal loop. 4: Creating an 'S' turn to make the transition smooth. 5: Connecting Yosemite Hall parking to the East open area. 6: Changes the entry location along Brink Avenue to eliminate the three-way intersection. The new entry point will allow for a 90 degree intersection with Brink Avenue. Becky Crow asked if this area can be a 3-way stop.</p>
West Campus - Entry Road #2A (Reduced Scope)	\$90,000	
West Campus - Loop Road #3	\$643,000	
West Campus - Loop Road #4	\$462,000	
West Campus - Loop Road #5	\$2,697,000	
<p>Comments: It is <i>not</i> universally agreed that parking is second to road placement, although both are important. This represents a very large chunk of the remaining Measure E dollars. One thought- there will be fewer "circulation" problems if there are fewer parking spaces on campus. Again, ask any student if they have a harder time driving to a parking spot, or just finding one. <i>Again, we already know the answer...</i></p>		
West Campus - Parking #1	\$1,980,000	No description was recorded
<p>Comments: Additional parking? Yes. Yesterday. Priority #1, as long as it is not a half-mile from buildings.</p>		

## **Student Services Council Report: 11/8/13**

**Layla Spain**

The Student Services Council discussed Early Alert- It's linked to MJC homepage for Faculty. A faculty member can send a message regarding students who have issues or problems in the classroom to receive different support services available on campus.

Decision from administration regarding Summer and Fall 2014 registration will be on the same day. At this point it's not for sure but they are trying to get this process going. The positive- Students will be ready for Fall early and will have an opportunity if they don't get into classes at MJC, they can go to other colleges to add classes. Other colleges are doing the same day registration for summer and fall.

## Instruction Council    November 12, 2013    Prepared by Debbie Laffranchini

- The agenda did not get distributed in time so we had an informal meeting (Brown Act compliance)
- Friday December 6 meeting to respond to Faculty Prioritization Requests
  - 12:00 – 5:00 in Science Community Center Conference Room
  - Dean presentations will be given that day
- The 11 positions hired last year: are they growth or replacement?
  - 8 retirement are replacement
  - 3 are growth
- 5-deep prioritizations from divisions in addition to replacements
- Deans need to get the proposals for replacement and growth to Instruction Office by November 25 at 12:00 noon for meeting November 26

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**DRAFT- Hiring Prioritization Proposed Instruction Council Process**

**Replacement Positions**

10-29-13 revised at IC meeting

The Instruction Council creates and distributes the **Instructional Outlook Report** and **Faculty Hire Proposal Form**. The Instructional Outlook Report informs both the proposal and ranking processes. Faculty and Deans should use the report to strengthen each **Faculty Hire Proposal**. The Instruction Council members should use the report to inform their analysis of each proposal in order to score/rank positions.

Divisions identify **Replacement Positions** and complete a **Faculty Hire Proposal Form** for each position. The maximum length of each proposal is one page. The **Replacement Positions Proposals** are ranked by the division and the ranking order and **Replacement Positions Proposals** are forwarded to the Instruction Office for collation and distribution to the Academic Senate and Deans' Cabinet. **Replacement Position(s)** identified as **Mandated** by the division must be assigned the highest rank(s) among the division's **Replacement Position(s)**. **Multiple Replacement Positions identified as Mandated by the divisions, must be ranked by the division.**

The Academic Senate and Deans' Cabinet consider the positions and rankings provided by the divisions and provide input that may be considered by the Instruction Council in the ranking process.

The Instruction Office compiles a packet of completed **Replacement Position Faculty Hire Proposal Forms**, division ranking order lists, and any input provided by the Academic Senate and the Deans' Cabinet. The packets are distributed to the Instruction Council in a meeting. The Replacement Position Proposals for the entire college will be discussed. If 100% of the college **Replacement Positions** are not able to be funded, then the Replacement Position Proposals must be ranked by the Instruction Council. The **Instructional Outlook Report** will be used to inform the analysis required for the ranking process. In addition, Deans/division spokespersons will have five minutes to present the merits of each position to the Instruction Council. **The Hiring Prioritization Process Scoring Form** will be used in the ranking process.

A finalized list of recommended Replacement Positions is forwarded to the College Council.

**Draft - Hiring Prioritization Process Scoring Form**

10/23/13 revised

		Mandated	History	Data	Community Need	Program Outlook	Program Review	Total Score	Ranking
		X	(20)	(20)	(20)	(20)	(20)	(100)	
Division	Position								

Next Academic Senate Meeting: Dec. 5, 2013

**DRAFT- Hiring Prioritization Proposed Instruction Council Process  
Growth Positions**

10-29-13 revised at IC meeting

The Instruction Council creates and distributes the *Instructional Outlook Report* and *Faculty Hire Proposal Form*. The Instructional Outlook Report informs both the proposal and ranking processes. Faculty and Deans should use the report to strengthen each *Faculty Hire Proposal*. The Instruction Council members should use the report to inform their analysis of each proposal in order to score/rank positions.

Divisions identify up to 5\* *Growth Positions* and complete a Faculty Hire Proposal Form for each position. The maximum length of each proposal is one page. The positions are ranked by the division and the ranking/forms are forwarded to the Instruction Office for collation and distribution to the Academic Senate and Deans' Cabinet.

The Academic Senate and Deans' Cabinet consider the positions and division rankings and provide input that may be considered by the Instruction Council in the ranking process.

The Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for Growth Positions, division ranking order lists, and any input provided by the Academic Senate and the Deans' Cabinet. The packets are distributed to the Instruction Council. Deans/division spokespersons present the merits for each Growth Position Proposal from their respective areas at a meeting of the Instruction Council. The time limit for each presentation is five minutes.

After the presentation meeting, the Instruction Council Members review and score each Growth Position Proposal by using the Hiring Prioritization "Scoring Form. Instruction Council Members use the Instructional Outlook Report as a resource when performing the analysis on each proposal.

Instruction Council Members individually submit their rankings and scores for the Growth Position proposals (ranking ties must be broken). The Instruction Office compiles both the rankings and the scores and the results are shared with the IC membership. The results of the Instruction Council membership ranking process are discussed, and a finalized prioritized list is developed, approved and forwarded to the College Council.

\*This limit may be adjusted in years that have excellent budget growth.

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- **2013-2014 Budget Update Review**

- Interim Vice President of College & Administrative Services, Larry Carrier, is close to completing an analysis of the budget. Preliminary findings indicate that salaries and benefits are over budgeted-due to positions being counted twice.
- There was a lengthy discussion regarding the Faculty Obligation Number (FON) and 50 percent law. Administration/managers are in the process of collecting data to determine where YCCD stands in relation to these two numbers.
- The 2013-2014 budget is flat-the same as the 2012/2013 budget.
- 2014/2015 budget development will commence once Larry Carrier completes his analysis of the budget and reports his findings.
- Fourteen full-time tenure track positions will be ready for hire in fall 2014. One additional fulltime faculty position has been added due to a late retirement that was not filled with a one-year temporary replacement-raising the total full-time faculty hires to 15.
- At this time, only two full-time faculty retirements have been announced and confirmed.

- **Status of the Vice President of College and Administrative Services Position**

- The job announcement for the permanent VPCAS position has been posted. The college has hired an outside search consultant to help with the recruitment.
- The selection committee was scheduled to meet on Friday, November 15, but had to reschedule due to unforeseen meeting conflicts of several committee members.

- **Accreditation Visit Summary**

- President Stearns gave a summary of her thoughts regarding the accreditation visit. Although the site visit appeared to go well, the final recommendations will not be known until the accreditation commission submits its report.

- **Actions and Recommendations**

- No actions were taken and no recommendations forwarded.

The next meeting is scheduled for Friday, December 6, 2013 at 10:00 am.

## Legislative Analyst Report

11/19/13

By Chad Redwing

According to a recent Chronicle of Higher Education article the California Community College Board approved a \$16.9-million contract for a "'one-stop statewide online-education portal' that will let students take online courses from any of the state's participating two-year institutions." The contract was awarded to Foothill-De Anza and Butte-Glenn community-college districts.

According to the article: "More than half of California's community colleges now offer a degree or certificate online, Foothill-De Anza officials said in a news release, and more than a quarter of the state's community-college students take online courses. The goal of creating a single statewide system is to reduce overlap and take advantage of economies of scale, said Joseph Moreau, Foothill-De Anza's vice chancellor for technology."

[http://chronicle.com/blogs/wiredcampus/quickwire-california-moves-toward-online-2-year-collegeportal/48255?cid=cc&utm\\_source=cc&utm\\_medium=en](http://chronicle.com/blogs/wiredcampus/quickwire-california-moves-toward-online-2-year-collegeportal/48255?cid=cc&utm_source=cc&utm_medium=en)

Chad Redwing, Ph.D.  
Professor of Humanities  
Office: Performing Arts Center 218  
East Campus 435 College Avenue  
Modesto, CA 95350-5800  
Phone: (209) 575-6454  
E-mail: [redwingc@yosemite.edu](mailto:redwingc@yosemite.edu)

## Curriculum Committee

### Resolution: FL13-A

#### CURRICULUM APPROVAL STREAM

Proposed by: Michael Adams (Curriculum Committee Representative) Jennifer Hamilton (Co-Chair Curriculum Committee, AS President Elect) James Todd (Academic Senate President)

Whereas: Faculty are primarily responsible for the design and content of course outlines of record; and

Whereas: The current climate of higher education and pressing state educational initiatives have prompted administration to recommend limits on contact hours for particular "high unit" courses; and

Whereas: Disagreements between discipline faculty and administration over unit values and their corresponding contact hours for particular courses can lead to the prevention of courses from being considered by the Curriculum Committee if they are not approved at the level of the Dean; and

Whereas: Taking action to approve or deny courses is fundamental to the purpose and expertise of the Curriculum Committee; and

Whereas: Good practices of curriculum approval describe a system wherein faculty design and recommend courses, and the Board of Trustees either accepts or denies those recommendations;

Therefore: Be it resolved, that in the event a course is not being approved at the Dean level because of an impasse between faculty and administration about unit values and contact hours on the proposed Course Outline of Record, the faculty representative may ask that a vote requiring 2/3 majority to succeed be held in the Curriculum Committee to cause the course to be moved forward to the next level of approval; and

Therefore: Be it resolved, that in the event a course is not moved forward as described or the Curriculum Committee does not ultimately approve a course due to concerns about unit values or their corresponding contact hours, the Curriculum Committee will recommend that discipline faculty work with administration to develop a Course Outline of Record that would eliminate such concerns.

The Distance Ed. Committee is working on several Issues.

- Start Here Module

Keep your eye out for a updated and better Start Here Module. The new module will include not only better graphics, but also test bank where instructors have the **option** to opt into using said questions. This will provide instructors with the option for a more interactive Start Here student experience. If you have suggestions and requests for the Start Here, please provide it to Michael Smedshammer asap.

- Student Online Diagnostic

The committee is researching and working on creating a strong student online diagnostic.

- Online Students and Financial Aid Fraud

The DE committee is considering establishing an official policy regarding "active student." Considering the massive fraud problems nationwide, faculty need to be aware of the necessity of tracking students. Currently there is a problem of students taking courses just to get financial aid (who do no work). Federal and State agencies are clamping down on the institutions that do not drop inactive students. Notice that merely logging into a course is not considered active. The following syllabus language was **suggested** by Susan Kincade. Notice that this can also be used in face-to-face classes as well: *Your active participation is required in the online classroom through the discussion board and the submission o/homework, quizzes, tests, and other online activities. If you miss 5 (4) (3) [instructor's discretion} consecutive assignments, you may be dropped. Please contact me in advance should any issue arise that may require your inability to participate.*

- SARA - State Authorization Reciprocity Agreement

Did you know that we cannot teach students from other states without paying the state fee? Therefore we need to track our out-of-state students, and follow proper procedures. Legal action varies from state to state. For example, if we were to teach a student from Wyoming without paying the established fee, for each violation, the penalty includes up to \$1000.00 fee and up to six months jail time. Not sure if the instructor or the institution serves the time, however. The point is that we need to do a better job in tracking our students (maintaining current addresses).

- The committee working on moving the college towards the use of online forms is moving forward.

- The New California DE Report

Go to this site to read the report. Take a closer look at the CVC (California Virtual Campus). There is an attempt to create a single online campus for students to use. Butte and DeAnza will be administering the virtual campus, but the courses will come from all CCCs offering online classes (these classes will need to meet defined standards). <http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/DistanceEducation.aspx>

- Creative Cloud Pricing

Did you know that there is a student and teacher pricing on "Creative Cloud" programs. You use these programs in the cloud (you don't get the traditional download). For example Adobe Photoshop Elements and Premier Elements are \$119.00 for students and teachers. The pricing is competitive with our FACCC discounts. This is just informational for those who are interested in discounted technology. This is not an endorsement.