



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
OCT. 17, 2013**

**Members Present:** James Todd, Jennifer Hamilton, Deborah Laffranchini, Bill Anelli, Chad Redwing, Allen Boyer, Barbara Jensen, Bob Droual, Catherine Greene, Christopher Briggs, Curtis Martin, David Boley, Deborah Gilbert, Ellen Dambrosio, Eva Mo, Jim Howen, Jim Stevens, Kevin Alavezos, Layla Spain, Lisa Riggs, Mike Adams, Mike Morales, Paul Berger, Paul Cripe

**Members Absent:** Allan McKissick, Andrew Campbell (ASMJC President), Tina Giron, Travis Silvers

**Guests Present:** Brian Sinclair (Faculty Liaison to the Board), Susan Kincade (VP of Instruction)

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

J. Hamilton made a suggestion to move #9 of Continuing Business, College Council to #2 of Continuing Business.

**M/S/C (B. Droual, D. Laffranchini) Move to approve the order of the agenda items.**

22 Ayes, 0 Opposed, 0 Abstentions

**II. APPROVAL OF THE MINUTES (Oct. 3, 2013)**

It was mentioned that Bob Droual was in attendance Oct. 3 meeting.

**M/S/C (J. Hamilton, B. Jensen) to approve the minutes as amended.**

22 Ayes, 0 Opposed, 0 Abstentions

**III. CONSENT AGENDA**

A. Appoint Bill Anelli to the Accreditation Council.

B. Appoint Mike Adams as an adjunct to the Senate Executive, Fall 2013 and Spring 2014.

**M/S/C (E. Dambrosio, C. Redwing) move to approve the Consent Agenda.**

22 Ayes, 0 Opposed, 0 Abstentions

**IV. ACTION/DISCUSSION ITEMS**

**A. Continuing Business**

**1. FSAs**

FSAs have been received, Columbia College will tell who they have, if J. Todd hasn't appointed someone to be an FSA discipline specialist, an email will be sent to entire discipline where you can decide who wants to be the FSA Discipline Specialist. The Discipline Specialist checks to make sure the correct documentation is attached. FSAs are due Oct. 18, 2013.

**2. College Council**

J. Hamilton mentioned some documents came through the Distance Education Committee to College Council. Mike Smedshammer came last Spring and gave an update on those documents. Since that time there were changes to the Distance Ed Documents that were finalized. It got through Instruction Council and were approved, and then was brought to Curriculum Committee. There was indecision due to not having seen the documents before. She wasn't confident that Academic Senate had seen these finalized documents.

The documents were : Area II: Faculty Support, MJC Online Course Review Process (flow chart), and the Online Course Design Rubric.

*Next Academic Senate Meeting: Oct. 31, 2013*

Aside from Academic Senate concerns which are primarily curricular, Debi Bolter said in forecasting what could come up in contract negotiations there might be issues that could come into conflict with some things that get negotiated, and if this passes, the contract could possibly trump some of this.

J. Hamilton reported the changes were: on the Faculty Support page, at 2.2 Levels of training certification, the last sentence beginning with Equivalent training must take place through a recognized online instruction program such as the – it's what follows that was changed in that sentence. Also the other place at 2.2 c., another course was added. The changes were minor, but they were changes. The MJC Online Course Review Process was the same and finalized and the Online Course Design Rubric was the same and finalized.

Discussion took place regarding these documents.

J. Todd mentioned that it looks like we are moving in a direction to table this item. J. Todd said this will be on the agenda for next time.

J. Hamilton continued with the College Council Report. She mentioned the FTES are down approximately 1000 from what it needs to be. The reason this is happening is repeatability has a lot to do with it. 100 sections of PE were removed due to repeatability, and what's left is 85% filled.

Accreditation update: we affirmed the document at the last meeting; it went before the board and was affirmed. A subset of the same team will be coming back.

### **3. Flex Reform / Institute Day – Report Attached**

Bill Anelli handed out a page called Recommendations of the Chancellor's Office Student Success Initiative's - Professional Development Committee (PDC). B. Anelli mentioned that flex will be changing. He briefly went over the Recommendations page. The items in Bold are the items that seem to be more pertinent to our campus. **(Document attached)**

B. Anelli said if more hours are to be done, how are they to be done? Could there be a standing flex category that rolls over every year, but is reviewed every year? He said the plan is on hold until we hear from the state, but it looks like it is moving forward. There are 2 ways of flex. 1. A group has an activity of 5 or more faculty; or 2. Go through the Dean to do a flex activity.

Bill Anelli mentioned that Institute Day will involve a 2 hour all campus portion, then will proceed to break outs.

### **4. Course Unit Values**

J. Todd mentioned that this discussion began many months ago. He met with administrators that were concerned with unit values. Before something comes down or before mandated from administrators on how to do our units J. Todd said he would start a conversation and see where we can get as faculty. He sent out an email to those involved in high unit value courses. The group that is affected by the unit values has met once already.

J. Todd briefly went over what has transpired and the reasons this needs to be discussed. Discussion was held regarding the high unit values, concerns that faculty are not being allowed to make their own professional opinions about this, and that courses are not being approved at the current unit values. The discussion is not only about unit values, but the corresponding contact hours. The administration has concerns about student success and efficiency.

L. Riggs mentioned that other colleges are being affected and that it is bigger than our conversation here. Nursing is being affected. She would like to be part of the discussion to shed light on where they are coming from and how the students will be affected. Keep in mind Columbia College, they have 4 unit courses.

Faculty is being told their courses will go from 5 units to 4 units by 2014; how do you do that to maintain articulation? Other schools have been surveyed and there are problems finding schools to model.

J. Todd said that when he thinks about us having to meet efficiency, and performance based funding, and when he thinks about the way in which a lot of degrees will box out other areas of the college, he also thinks about the areas that are losing more than they are gaining. J. Todd restated his continuing thoughts on the matter: if faculty are able to bring down unit values and contact hours while maintaining the kind of student learning faculty want to see, it would be good for the college and student success, the breadth of college offerings, student load and the ability to take a variety of classes, and overall completion of degrees.

For everyone that is affected by this, research needs to be done. They need to make sure that they have clearly looked at other programs, build a report, come back and see if feasible or not. That will become useful later. If it comes to a point that curriculum has one idea or the Senate has a different idea about curriculum, than that is a discussion to be done in front of the board. He recommends taking this as seriously as possible so they can make presentations also about how their curriculum is. That is part of the complexity: not everyone knows how and what you are teaching in your classroom. It's good to have this down and shown.

J. Howen moved to adjourn.

**M/S/C (J. Howen, P. Berger) Moved to Adjourn.**

22 Ayes, 0 Opposed, 0 Abstentions

**Academic Senate meeting was adjourned at 5:43 pm prior to council reports.**

5. **Facilities Council – Jim Howen – no report**
6. **Student Services Council – Report Attached**
7. **Instruction Council – Report Attached**
8. **Accreditation Council – Report Attached**
9. **Resource Allocation Council – Report Attached**

**B. New Business**

1. **Committee & Council Representatives**
2. **Elections (At Large Senator)**
3. **Field Trip Policy**
4. **Program Discontinuance Study Session**

**V. REPORTS**

- A. **Student Senate**
- B. **Faculty Representative to the Board – Brian Sinclair**
- C. **Legislative Analyst-Chad Redwing**
- D. **Outcomes Assessment Work Group (OAW)-James Todd**
- E. **Curriculum Committee-Jennifer Hamilton**
- F. **Faculty Professional Development Committee and PDCC-Bill Anelli**
- G. **Administration Report - Susan Kincade**
- H. **President's Report – James Todd**

**VI. ITEMS FOR FUTURE AGENDAS**

J. Todd mentioned he will send out a note with whoever is on the Councils and who is needed for committees. Columbia College wants us to discuss Field Trips; the policy that students can't carpool on a field trip.

**VII. OPEN COMMENTS FROM THE PUBLIC**

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

*Next Academic Senate Meeting: Oct. 31, 2013*

# Report- Flex Reform / Institute Day, by Bill Anelli

**Recommendations of the Chancellor's Office Student Success Initiative's Professional Development Committee (PDC)-** March 2013, presented in May/July 2013; Recommendations 5,6, 7,8 "could be part of BoG 2014 agenda"

1. Recommendation #1- Adopt a California Community College (CCC Professional Development Vision Statement
2. Recommendation #2 - Change the name of the CCC Flexible Calendar Program to the CCC Professional Development Program
3. **Recommendation #3** - Require all colleges in the CCC System to participate in the CCC Professional Development Program for a minimum of 5 days (**40 hours/year? How do they count a day?**) that will be distributed in a manner determined through local collegial consultation
4. Recommendation #4 - Include all employees: faculty, staff and administrators in the CCC Professional Development Program
5. **Recommendation #5** - Establish a CCC Professional Development Fund (\$25 million or approx .. \$225,000 to MJC or **...\$100,000 for faculty development? - is that the likely amount??**) to support local colleges in the planning, coordination and implementation of professional development activities a. It is recommended that Y2 of 1% of the CCC System budget be set aside specifically for professional development activities. Based on roughly \$5 billion that is approximately \$25 million. Colleges would receive 90% of that money to plan, coordinate and conduct professional development for faculty, classified, and administrative staff.
6. Recommendation #6 - Establish a system-wide Professional Development Advisory Committee to work in conjunction with the Chancellor's Office in **providing leadership** for professional development in **the CCC System**
7. Recommendation #7 - Establish a **strong leadership role** for professional development in the **Chancellor's Office**
8. **Recommendation #8** - Establish a professional development virtual resource center through the Chancellor's Office that will enable colleges to access high quality resources easily and cost efficiently
  - a. **Best Practices Resource** - Develop a resource list of best practices, highlighting what is **acceptable as professional development and what is not acceptable**. Current lists can lead to a free for all and need to be tightened up. They also need to be linked to the overall goal of student success.
9. Recommendation 6.2 from Student Success Task Force: - Community Colleges will direct professional development resources for both faculty and staff toward improving basic skills instruction and support services. As Thomas Guskey (2000, p.4) states, "**One constant finding in the research literature is that notable improvements in education almost never take place in the absence of professional development.**" **Staff morale affects turnover, feeling cared for as individuals affects morale; culture that encourages learning**

There are eight recommendations contained in this report to the Chancellor's Office, Recommendation #1, the vision statement on professional development for the CCC System, is a policy recommendation that would require action by the Board of Governors. The vision statement will require 2 Board of Governors meetings for approval: May 2013 and July 2013. If appropriate resources are made available, three recommendations can be accomplished administratively. The final four recommendations will require statutory change in order to be implemented, One of those four recommendations (#5) has a fiscal requirement. It advocates that a small percentage (1/2 of 1%) of existing State resources be redirected to support professional development. The remaining 3 recommendations are cost neutral and do not have a fiscal impact on college budgets. The statutory policy changes could be a part of the Board of Governor's 2014 legislative agenda. This report concludes the activities of the PDC. Its March 7, 2013 meeting was its final meeting. The participation of the 22 organizations and 30 representatives {Appendix A

# Report — Student Services Council, Sept. 27, 2013, by Layla Spain

Student Services Council, 9/27/13

1. We spent a little bit of time dealing with internal administrative tasks.
2. We spent most of the time resolving the priority registration list. Highlights include:
  - 2a) Veterans/Reservists, foster youth, CalWorks, DSPS, and EOPS students will have priority registration, as required by law.
  - 2b) Fully matriculated NEW students who assess into English 101 and Math 89/90 (the Associate Degree requirements) will have one semester of priority registration.
  - 2c) Students who declare they are in their final semester will have one semester of priority registration.
  - 2d) Student athletes and other such groups who currently have priority registration will continue to have this priority for Fall 2014 (when all these changes will take effect). After this, these programs must apply for priority registration status. The process to do so is being developed.
  - 2e) At this time we will NOT provide special registration priority for scholarship or merit, although an advocate for such a group could apply for priority registration status (as noted in point 2d).
3. At this point we'd run out of time, so we tabled everything else and left.

*Next Academic Senate Meeting: Oct. 31, 2013*

# Report — Instruction Council, Oct. 1, 2013 and Oct. 15, 2013, by Debbie Laffranchini

Instruction Council, October 1, 2013

Prepared by Debbie Laffranchini

- Hiring prioritization documents are going forth
  - Discussion concerning:
    - What to do in the event of a death beyond the deadline
    - What to do in the event of serious illness resulting in early retirement beyond the deadline
      - One-year temporary replacement
      - Then would go to growth position
      - First opportunity to file for retirement is in new fiscal year, after April
  - Work group established to vet the process and bring back to the group to see how it plays out
  - At this point, arriving at a single rubric is not likely due to the diverse nature of our programs (counseling, basic skills, CTE)

Instruction Council, October 15, 2013

Prepared by Debbie Laffranchini

- Faculty Hiring Prioritization Process and Workgroup Report
  1. Process: Instructional Outlook Report is not yet developed but will be very important as it (with Faculty Hire Proposal Form) will inform the proposal to score/rank positions
    1. Divisions will rank Replacement Positions, length of proposals are not yet identified
    2. Divisions identify Growth Positions, length of proposals not yet identified
    3. Academic Senate and Deans' Cabinet consider positions and rankings\*\* (will all proposals come forward or be filtered out?)
    4. Instruction Office forwards division rankings to Instruction Council
      - Deans and faculty members present information for each Growth Position Proposal, time limit for each presentation TBD
      - Replacement Position Proposals will be discussed
    5. Following presentations, Instruction Council members review and score using Hiring Prioritization Process Scoring Form
      - Use **Instructional Outlook Report** as resource to analyze proposals
        - This will be written at the end of this year for the first time
  2. Instruction Council Members cannot have ranking ties
  3. Instruction Office compiles rankings and scores and shares with Instruction Council
  4. Instruction Council discusses and approves Replacement Position Proposals
  5. List of recommended Replacement Positions and list of prioritized recommended Growth Positions forwarded to the College Council

## Discussion

- Increase scoring form categories from 5 to 20: History, Data, Community Need, Program Outlook, Program Review with mandated positions to go to the front of the list
- Limiting number of proposals each division can present, up to 5 that the division feels is essential to the functioning of the division
- It was sent back to the committee with our discussion notes carried forward

*Next Academic Senate Meeting: Oct. 31, 2013*

# Report — Accreditation Council Handout, Sept. 26, 2013, by Debi Bolter

Accreditation Council Handout      September 26, 2013      Prepared by Debi Bolter, Faculty Accreditation Chair

## Important information about the Midterm Report

- Midterm Reports are mandatory
- They can be followed by a visit, but it is up to Commission and what the visiting team reports.
- The Midterm Report addresses the *planning agenda items* –from the Self-Study"
- Planning agenda items are also known 'as "*self-identified improvement plans*" or "*actionable improvement plans*"
- "The institution is required to report in the institutional Midterm Report how the improvement activities have been integrated into the institutional planning processes and to what extent the intended outcomes have been met" (pg. 22) *Manual/or Institutional Self-Evaluation'*
- It is an opportunity to demonstrate our continuous quality improvements

There have been are four basic WASC/ACCJC Standards from 2002-2012:

1. Institutional Mission and Effectiveness
2. Student Learning Programs and Services
3. Resources
4. Leadership and Governance

Standards underwent a revision/update in 2013 <http://www.wascsenior.org/>

1. Defining Institutional Purposes and Ensuring Educational Objectives
2. Achieving Educational Objectives Through Core Functions
3. Developing and Applying Resources and Organizational Structures to Ensure Quality and Sustainability
4. Creating an Organization Committed to Quality Assurance, Institutional Learning and Improvement

## MJC accreditation history-last 6 year cycle from 2005-2011

All documents available here <http://mjc:edU/general/president/Accreditation/documents.html>

October 2005 = Self-Study

February 2006 = ACCJC action letter: accreditation reaffirmed but commission requested Progress Report Visit in 2 years to see if MJC was on track with doing what we said we were going to do in our Self Study

November 2007 = Team visit ("Progress Report") .

February 2008 = ACCJC action letter: sanction of probation with seven recommendations, two were "immediate." Commission required MJC to respond to the two immediate deficiencies in a Special Report. The Commission required that the remaining five responses be included in our Midterm Report along with reporting on our planning agenda items from the Self Study,. Those five recommendations included student services/hours on East and West, SLOs, course syllabi, hiring and evaluation policies, district/college resource allocations.

October 2008 = Special Report on two recommendations (Planning Initiatives on East and West Campus; Institutional Planning) -

October 2008 = Midterm Report submitted, 109 pages.

February 2009= ACCJG action letter: off probation; reaffirmed accreditation.

**Accreditation Steps and MJC's Time Lines**

Reaffirmation of accreditation based on three factors:

1. Self Study (Institutional Self Evaluation)--which initiates the 6 year cycle
2. External evaluation report, which is the big visit right after turning in the Self Study
3. Accreditation history of the institution

Resolution of any issues must be completed in two years

**MJC's current 6 year cycle for accreditation**

October 2011 = MJC submitted its Self Study as part of normal accreditation cycle

November 2011 = External evaluation visit; report generated and sent to ACCJC

**1st year**

February 2012 = ACCJC action letter: MJC sanctioned with probation; Eight recommendations for improvement given; Two recommendations required "immediate attention" in a Special Report (library/student services on West; student access issues on both West and East campuses) .

March 2012 = MJC filed a Special Follow Up report on two "immediate" recommendations.

July 2012 = ACCJC action letter: Two "immediate attention" recommendations fulfilled.

October 2012 = MJC submitted the Follow-Up Report to address the remaining six recommendations.

Oct/Nov 2012 := Another team visit; report generated and sent to ACCJC

**2nd year**

February 2013 = ACCJC action letter: MJC remained on sanction of probation; one recommendation considered met (faculty evaluations); five remaining recommendations considered only partially met

October 2013 = MJC submits additional Follow-Up Report to address remaining areas in the five recommendations only partially met

November 2013 = Another team visit to see if all recommendations fully met

**3rd year**

February 2014 = ACCJC action letter (hopefully reaffirm accreditation)

October 2014 = MIDTERM REPORT DUE

**4th year**

February 2015 = Begin MJC Institutional Self Evaluation due Oct. 2017; commission suggests beginning this project two years before its due date; 54 page *Manual for Institutional Self-Evaluation*, also discusses Midterm Report preparation; located at [www.accjc.org](http://www.accjc.org) under tab "Publications and Policies"

**5th year**

Continue writing Self-Evaluation

**6th year**

October 2017 = MJC submits Self-Evaluation

November 2017 = External evaluation visit; report generated and sent to ACCJC.

## Report — Resource Allocation Council, Oct. 4, 2013

The following is a summary of the RAC meeting from Friday, October 4, 2013.

- Susan Kincade chaired the meeting in the absence of President Stearns (who is covering for the VP of CAS).
- FTES Report - it was noted that college enrollments (FTES) were below targets. The committee requested an update of FTES to date and Vice President Kincade agreed to send an email update to the committee.
- Status of the Vice President of College and Administrative Services Position - It was noted that an interim Vice President of College and Administrative Services has been hired and will work part-time until the permanent position is filled. The job announcement for the permanent VPCAS position is being refined and will be posted shortly. The college has hired an outside search consultant to help with the recruitment, Brenda Thames will be chairing the hiring committee.
- Student Success Act of 2012 (SB 1456) - Lorena Dorn reviewed the student services changes and the enhanced tracking that accompanies SB 1456 in order to inform the council of the upcoming changes to matriculation funding. Overall, the major funding change is that matriculation will no longer be funded based on head count, but instead on a combination of specific services provided and enrollment.
- A request was made to provide all council members with annual budget timelines

The next meeting is scheduled for Friday, October 20, 2013 at 10:00 am.