



**ACADEMIC SENATE MEETING
APPROVED MINUTES
OCT. 31, 2013**

Members Present: James Todd, Jennifer Hamilton, Deborah Laffranchini, Bill Anelli, Mike Adams, Allen Boyer, Allan McKissick, Korey Keith (ASMJC), Barbara Jensen, Bob Droual, Catherine Greene, Christopher Briggs, David Boley, Ellen Dambrosio, Eva Mo, Jim Howen, Jim Stevens, Kevin Alavezos, Layla Spain, Lisa Riggs, Mike Morales, Paul Cripe, Travis Silvers

Members Absent: Chad Redwing, Curtis Martin, Deborah Gilbert, Paul Berger, Susan Kincade (VP of Instruction), Tina Giron

Guests Present: Brian Sinclair (Faculty Liaison to the Board), Kasie Rodriguez, Margaret Rivas, Sonia Nunez

I. APPROVAL OF ORDER OF AGENDA ITEMS (3:45 pm)

M/S/C (J. Hamilton, E. Dambrosio) Move to approve the order of the agenda items.
22 Ayes, 0 Opposed, 0 Abstentions

II. APPROVAL OF THE MINUTES (Oct. 17, 2013)

The minutes from Oct. 17 and Oct 31 will be reviewed at the Nov. 21, 2013 meeting.

III. CONSENT AGENDA

- A. Appoint Lori Bryhni to the District Parking and Traffic Advisory Committee. (3:50 pm)
- B. Appoint Eva Mo as Academic Senate Representative to the Distance Education Committee.
- C. Appoint Letitia Miller as Curriculum Representative to the Distance Education Committee.

M/S/C (M. Adams, E. Dambrosio) move to approve the Consent Agenda.
22 Ayes, 0 Opposed, 0 Abstentions

IV. ACTION/DISCUSSION ITEMS

A. Continuing Business

1. DE Design Rubric, Faculty Support, Review Process Documents (from College Council, Oct. 17)

J. Todd mentioned at the last meeting that he was requested to ask YFA how they felt about this document. He said after a discussion with YFA, he didn't get any feedback about the Design Rubric; they were not concerned. They have specific things in the contract that would be used for evaluation. At the last Senate Meeting there were concerns about adding extra language in the Design Rubric as a reminder that this is not to be used for evaluative purposes of faculty. This is to be used for people to launch an online course. Since it was on the agenda in Spring 2013, where a 1st reading was done, this could be passed today and we could get it back to College Council as soon as possible.

E. Mo, who is on the DE Committee, supports the rubric. She is not against changes to it. The rubric is about setting a dialog standard. It is not a check off list. It is to suggest to people who don't or have not taught online what issues need to be considered and helps faculty who are creating these things what needs to be considered.

Next Academic Senate Meeting: Nov. 21, 2013

There was also a brief discussion about the MJC Online Course Review Process and the role the Deans have in reviewing the Course and the Course Design Rubric.

J. Hamilton would like to make a motion that Academic Senate accept the documents with the addition on the Online Course Design Rubric, after the third sentence, the following: ***This Online Course Design Rubric is not to be used for the purposes of periodic faculty evaluation.***

M/S (J. Hamilton, P. Cripe) Motion to approve the DE documents with the minor addition to the Online Course Design.

Discussion

P. Cripe mentioned that he has a perspective on this, as he is going through this right now. When he looks at the rubric, he finds it very helpful, as long as we are protected from a Dean using it to evaluate us. He believes this is a good thing.

A. McKissick is still troubled. The rubric is great, but not sure why the Dean has the right of assignment; it seems to replace the role of the department.

D. Laffrachini called for the question.

Voting to approve the Call to Question

Hands raised, Passed with quorum

M/S C (J. Hamilton, P. Cripe) motion to approve the DE documents with the minor addition to the Online Course Design.

22 Ayes, 0 Opposed, 0 Abstentions.

2. Flex Reform / Institute Day

Flex Reform Report

The handout below was given out by B. Anelli.

PROPOSED "STANDING FLEX" POLICY CHANGE: "If a given flex activity has been approved in a given year then that flex activity, if unchanged, will be AUTOMATICALLY "rolled over" and approved for all future years until the end of time as long as said activity is not rejected or pulled during our end-of-year flex committee review." Such flex will be called "standing flex" (vs. new flex)

what is end-of-school-year flex committee review? Each May, via email, we will review a list of all "standingflex" activities that were moved to the "standing category" and agree to continue or withdraw individual "rollover/standing" flex activities." at that time we can reject or approve these standing activities. (so Melissa - we'll have to have some sort of list of "rollover flex approved activities")

why is this rule being proposed? - there are many identical flex activities that are approved over and over, year to year. It would be simpler, save time, etc if we moved to some sort of "consent agenda" approach - ie, let Melissa assign new flex numbers as long as we approve the list of standing activities each may. then we would be focusing, during the school year, on NEW activities and we'd save time from voting on the same stuff over and over and over. ...

B. Anelli is asking to approve this handout.

M/S/ (B. Anelli, J. Hamilton) Motion to accept the Proposed "Standing Flex" Policy Change. A brief discussion took place about the flex plan.

M/S/C (B. Anelli, J. Hamilton) Motion to accept the Proposed "Standing Flex" Policy Change.

22 Ayes, 0 Opposed, 0 Abstentions

Institute Day

Bill Anelli said he is waiting for confirmation from Susan Kincade and the President and they are aware of what is proposed for Institute Day in the Spring.

On the Friday before the Spring Semester the preferred schedule would be:

8 – 9	All Campus, a time when the Chancellor, President and Vice President would speak.
9 – 12	Multiple faculty focus breakout sessions (conference style) regarding areas like honorariums, curriculum, tutoring or other issues.
12 – 1	lunch
1	Division meetings, and be finished by 2:30 – 3:00.

When he receives the confirmation from Administration, B. Anelli will send out an email invitation.

J. Todd mentioned that the President liked the idea, but would need an hour in the morning. Maybe this format will get more people to come.

M/S/C (A. McKissick, E. Dambrosio) Move that Academic Senate approve the design of Institute Day as described by B. Anelli.

22 Ayes, 0 Opposed, 0 Abstentions.

3. Committee & Council Representatives

We have been building a spreadsheet that has all faculty involved on Committees and Councils. It might be useful to have heads of Departments and members of Division Councils.

There are 2 openings in Student Services Council. J. Todd mentioned that he would like to have instructional faculty; we already have a counseling representative in there. With the Student Success Initiatives over the next couple of years, there will be some large conversations about advising and ed. plan aspects. The meetings are 1 time a month, 2nd Friday of the month, and sometimes twice a month on the 4th Friday, from 10 am – noon.

There is 1 opening in College Council. This position is not a paid position or release time seat. With Engaging All Voices, Academic Senate has an extra seat. There will be times when votes are important. J. Todd wanted to discuss how this seat should be filled. J. Todd mentioned possibly semester by semester, or on a rotating basis. The meetings are the 2nd and 4th Mondays, from 3 – 5 pm.

A discussion took place with some saying a rotating position was not a good idea. Others mentioned that being appointed by the Academic Senate President was a good idea. One senator mentioned that College Council is the most crucial council and would like to see nominations and elections take place.

J. Todd asked everyone to think about whether you would like this position appointed or run an election and it will be on the agenda for the next meeting.

4. Elections (At Large Senator)

There is one opening for an At Large Senator due to Estella Nanez stepping down. The nomination forms will be going out next week and due Nov. 18 by 12:00 pm. We will announce the election the following meeting on Nov. 21.

5. Field Trip Policy

J. Todd mentioned that the Field Trip Policy is on hold as he is waiting for something from John Leamy that was discussed at Columbia and will be discussed in November. He will send out what Columbia College discussed.

Next Academic Senate Meeting: Nov. 21, 2013

6. Program Discontinuance Study Session

One of the agreements with Engaging All Voices was to work on a Program Discontinuance document that works well with Engaging All Voices. Interested parties would be part of a study session that will take some time over the course of a semester to review other documents from other institutions that have made program discontinuance policies.

The Senate Plenary Session that is coming up will also talking about resolutions and processes for bringing new programs forward and how that is done at the state and local level. We can include that information in those discussions.

7. Facilities Council – Jim Howen

Due to Jim Howen unable to attend, Brian Sinclair made a report.

The key points were: Students brought forward covered bike racks and proposes for covered bike paths between campus. Brian Greene has been working with the City of Modesto.

There was an extensive list of secondary effects projects for Measure E, most of which were 1 to 1 ½ million dollars. Not enough money will be left over, so they will be prioritized.

The realignment on Brink Ave is one of the projects. The property across from the main entrance on Bluegum has been purchased and proceeding with the realignment of the Yosemite Hall entrance and a stop light will be put in. Then there are some storage facilities for Ag that is out for bid.

8. Student Services Council – Layla Spain – report following

L. Spain mentioned the Assessment Outcomes, and would be a part of the 5 year cycle. She mentioned the priority registration and that a certain criteria would have to be followed. According to the Student Success Initiatives an Educational Plan could be comprehensive or a semester plan.

If a group wants priority registration it would have to be requested, and go through Student Services Council for approval. The program would be approved not the students.

J. Hamilton mentioned that she is on the Student Success Workgroup which used to be the Matriculation Committee. They have talked about the criteria and are considering lots of populations.

L. Spain will bring forward the information when the criteria is published.

9. Instruction Council – Debbie Laffrachini – report following

10. Accreditation Council – did not meet, staging and preparing for Accreditation

11. Resource Allocation Council –

P. Cripe mentioned that the parking fee increase is on again and headed for the board. J. Todd mentioned that it was driven by the district. It was discussed in District Council and College Council. There was a recommendation from College Council to ask the District if we could put it on halt and go through due process and that was the result. J. Todd received an email from the President and that the proposed increase was \$60 for both part time and full time. Now it is about the constituent groups working this out. He thinks this should be working through YFA.

12. College Council – report following

Part of the College Council report was mentioned in the RAC report. FTES continue to be short of growth, borrowed some from last summer.

There was a discussion regarding the waitlists for online versus traditional classes and taking more students per class. It was discussed that they would like to see the numbers or a spreadsheet with data on it.

J. Todd mentioned including in a conversation on Institute Day about the kinds of data we want, and how can we improve students actually learning and getting through the courses; maybe arguing verbally for a good researcher that can help us do our job better.

B. New Business

1. ASCCC Area A Meeting / ASCCC Plenary – to report on after they return from the meeting

J. Hamilton mentioned that she will be attending a breakout at the Plenary where ACCJC is selectively floating certain new standards and bringing it to the State Academic Senate for feedback. There are concerns that some of the new standards are overreaching their powers and getting into the boundaries of 10 + 1. She will attend the breakout session, and will float the information back to Academic Senate upon her return and formulate opinions and filter to the State.

V. REPORTS

A. Student Senate

(5:15 pm)

Korey Keith said Cram Night is coming soon. It is a good opportunity to study. It will be Thurs., Dec 5, 8 – midnight in the Arts Building. Goal is to have more students and faculty than ever before. She will email J. Todd with the information. If interested Email her the Name, Division and if a whiteboard will be needed. Food will be provided.

B. Faculty Representative to the Board – Brian Sinclair

B. Sinclair mentioned that he has met with all but 1 Board member, and have been extremely positive meetings. They are very supportive of faculty and are sincerely listening. He relies on anecdotal information so if you have concerns it can eventually get back to the Board. He talks to students, staff and faculty around campus including Columbia College. Having the Board members visit your classrooms makes us look good, gives us credibility as educators and shows we have nothing to hide. Most Board members are concerned and aware and want to talk about student success. He needs feedback from everybody in an informal way.

C. Legislative Analyst-Chad Redwing – no report

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

We are preparing for the Accreditation visit. They may have a couple of comments about assessment when they get done.

E. Curriculum Committee-Jennifer Hamilton

They are going thru ADTs. You can see on CurricUnet where we are with ADTs. They are doing well on the grid. There was a question - What if the deadline is not met by 2014 and you don't have your stuff in? There is nothing in code or written down in this law. She doubts that we would be able to offer our local degrees if we don't have the ADT that matches and have certified that we have as a local degree. We have to have an ADT File. The initial deadline was to be through by June 2014, but that won't happen because their pipeline is backed up. If you have a course that hasn't been through the CID descriptor process get them done now. This is all about funding. It's on the Student Success Initiative. This is about the State having to pay or not having to pay for courses. If we don't follow through, match what they have and do all these items, they won't pay us for those classes. If the state doesn't pay us for the classes, she doubts our Administration will let us teach the courses. We are doing well as far as matching degrees that we have certified with degrees that are already developed and ones that are in the pipeline. She will send the link to Kathy and we will send that link out by email.

F. Faculty Professional Development Committee and PDCC-Bill Anelli

Title V Grants for Spring 2014. He will let us know when available.

G. Administration Report - Susan Kincade – no report

H. President's Report – James Todd – no report

VI. ITEMS FOR FUTURE AGENDAS

VII. OPEN COMMENTS FROM THE PUBLIC

VIII. ADJOURNMENT

adjourned at 5:43 pm

(5:30 pm)

REPORT, Student Services Council Report, Layla Spain

The Student Services Council discussed Assessment Outcomes: CLO's SLO's, SAO's, ILO's, AUO's. student services departments will be in the 5-year cycle matching with other college divisions.

Registration priorities shall be based on the following criteria.

For registration priorities 1 through 4, the following academic standards apply: Students who are fully matriculated by the college established deadline, and who have no more than 100 degree applicable units, and who are in good academic status.

Priority Level 1

- ☑ Member or former member of Armed Forces or Military Reserves
- ☑ Foster youth or former foster youth
- ☑ Students certified to participate in Cal Works by the college established deadline
- ☑ Students certified to participate in DSPS by the college established deadline
- ☑ Students certified to participate in EOPS by the college established deadline

Priority Level 2

- ☑ Students belonging to groups/programs that otherwise require priority per external mandates and college agreements that have been approved through college administrative processes. The processes would be developed/defined by college student success work groups and then reviewed by College Council.
- ☑ Students in final semester
- ☑ Fully Matriculated New First Time Students who place into English 101 and Math 89 or 90 defined through the college assessment process.

Priority Level 3

- ☑ Athletes & other groups currently receiving priority that do not fall into newly revised categories. (Athletes would be eligible until the established date of Spring 2015 semester.)
- ☑ Eligible students continuing from prior semester and newly matriculated students who do not meet requirements of any of the newly revised groups above based on number of units completed at the college

Priority Level 4

- ☑ New to college (not fully matriculated), new transfer, returning and transfer students
- ☑ Advanced Education students (concurrently enrolled in high school)

Priority Level 5

- ☑ Open Enrollment

REPORT, Instruction Council, Oct. 29, 2013 by Debbie Laffranchini

Faculty Hiring Prioritization Process and Workgroup Report

- Two separate processes: one for Replacement; one for Growth
- Can mandated positions bypass and expedite the process (categorical)?
 - They must follow the process but there is an emergency clause
- It is a living document and we can change things as they come up

Replacement

- If multiple mandated positions arise within a Division, they must rank those positions and those must be at the top of their ranking positions in the event that other positions are also to be replaced
 - Mandated must be proved and documented
 - Academic Senate and Deans' Cabinet will be provided Division rankings prior to Instruction Council ranking and have the opportunity to provide input prior to the ranking by IC
 - Rankings come from Instruction Council

Growth

- IC membership scores should reflect rankings with no ranking ties

Review of Instruction Council Charge and Guiding Principles

- We have things we need to take a look at
 - Education Master Plan
 - Student Learning Outcomes
 - Program Review
 - Program Viability
 - Being discussed but it's an old one
 - Enrollment Management
 - We should weigh in and have a position statement
 - Instructional technology planning
- We have developed our structure and Faculty Hiring Prioritization Process

Timelines

- Look at who will look at things: small groups or membership

Accreditation: One day meeting November 14

- College recommendation #2
 - Stage team room in Susan's office, lay documents out to determine if we are missing things
 - This will give us a week to deal with any identified missing documentation

Report, College Council, October 28, 2013, by Debbie Laffranchini

- RAC: Jill
 - Parking permits already purchased are good through June 30 without increase
 - Purchase of parking passes will be online
 - Jill is going to take the parking permit issue back and see if they can go back through the process agreed upon in Engaging All Voices
- DE Rubric: We will follow the process which will put potential passing after the accreditors' visit
- Faculty Hiring Prioritization Document
 - Categorical positions will follow this process
 - If it is not prioritized, what will the program do with the money?
 - Document was meant to be a framework but details will come up and need to be worked out
 - If grant funded, those positions need to be decided how they will work into the document
 - Positions: E.g.: EOPS are required by Title V
 - College Council moved unanimously to accept the document
- Facilities: Kitchell has shared that there are additional funds available and there is a prioritization occurring within Facilities Council
- ASMJC: proposed bike route between East and West campuses
- FTE update: we are still 800 – 1,000 FTEs short and spring needs to be increased as much as possible and early summer will be robust