



**ACADEMIC SENATE SUMMER SPECIAL MEETING
APPROVED MINUTES
JULY 23, 2013**

Members Present: Allan McKissick, Barbara Jensen, David Boley, Michelle Christopherson (Sub), Ellen Dambrosio, James Todd, Jennifer Hamilton, Jim Stevens, John Zamora, Kevin Alavezos, Layla Yousif, Mike Morales, Paul Cripe, Tina Giron

Members Absent: Bruce Anders, Chad Redwing, Christopher Briggs, Curtis Martin, Debbie Laffranchini, Estella Nanez,, Eva Mo, Jim Howen, Lisa Riggs, Nancy Wonder, Paul Muncy, Robert Stevenson,

Guests Present: Andrew Campbell, Brian Sinclair (Faculty Liaison to the Board), Kathy Haskin (Administrative Technician for the Academic Senate), Korey Keith, Susan Kincade (VP of Instruction)

I. APPROVAL OF ORDER OF AGENDA ITEMS

The order of the agenda was approved.

M/S/C (J. Hamilton, E. Dambrosio) to approve the order of the agenda

II. APPROVAL OF THE MINUTES

The minutes of May 14, 2013 were approved.

M/S/C (J. Hamilton, E. Dambrosio) to approve the minutes

III. CONSENT AGENDA

- A. Appoint John Zamora, Nita Gopal and Emily Malsam to the Instructional Design Coordinator Hiring Committee.
- B. Appoint Layla Yousif to the Alternative Media Access Specialist Hiring Committee.
- C. Appoint Barbara Jensen to replace Jennifer Hamilton on the ESL Hiring Committee.
- D. Appoint Barbara Jensen to replace Charles Mullins on the Reading Hiring Committee.

M/S/C (J. Hamilton, E. Dambrosio) to approve the amended Consent Agenda

12 Ayes

0 Opposed

0 Abstentions

IV. ACTION/DISCUSSION ITEMS

A. Continuing Business

- 1. Facilities Council – No Report
- 2. Student Services Council – No Report
- 3. Instruction Council – No Report
- 4. Accreditation Council – No Report

Next Academic Senate Meeting: August 15, 2013, 3-5 pm, Ansel Adams, Rm 206

5. Resource Allocation Council

K. Alavezos helped to introduce a graphic entitled "MJC Budget Development and Resource Allocation Process." It was given by President Jill Stearns as a way to capture and visualize the budget and resource allocation process.

A. McKissick moved the Academic Senate President be directed to communicate with the College President, after the Academic Senate received the graphic entitled "MJC Budget Development and Resource Allocation Process," and the Academic Senate looks forward to reaching mutual agreement with the President and the Board with regard to the Institutional Planning and Budget Development Process.

M/S/C (A. McKissick, M. Christopherson) to approve the motion.

12 yes

0 Opposed

0 Abstentions

6. College Council

Discussion took place regarding the graph "MJC Proposed Organizational Chart". This is an Administrative Chart. It was brought to the forefront 3 new positions.

Under Vice President of Student Services, Director, which will help out with Senate and clubs, much as had been before the RIF's.

Under Vice President of Instruction, Dean of Instructional Services, similar to the position that Tobin Clarke held, overseeing the Library and Distance Education now also coupled with the position that Antoinette Herrera held in Health Services, due to a part of the money is coming from that area. E. Dambrosio mentioned that the Library being under the Dean of Instructional Services make more sense not to be tied to Lit/Lang, as they have a large number of needs as the Library does.

Under Vice President of Instruction, Director of Fire Training Center, proposed as a Certificated Management position. This position was John Sola's position. The union had an issue due to faculty supervising and evaluating faculty.

James noted that the mood of the room indicated that there was no strong opposition to the proposed chart.

7. Program Review and Assessment

James mentioned that he was been working with Curtis Martin on a draft for a new streamlined Program Review. Should have the first week of August. Deans have been asked for input of what kinds of data will help them make decisions. Drop dates and Student Success rates were discussed.

8. Institutional Learning Outcomes (ILOs) – 2nd Reading

J. Hamilton moved to accept the MJC Institutional Learning Outcomes, the motion was seconded.

The motion was discussed regarding the wording in the section “Creative, Critical and Analytical Thinking.

J. Hamilton made a Friendly Amendment to accept the amendment with a motion to accept the MJC Institutional Learning Outcome proposed by a multi constituent group with the following minor modifications:

Under “Creative, Critical and Analytical Thinking,” the following minor change to the second statement:

- Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference.

Under “Creative, Critical and Analytical Thinking” ILO, the following additional statement:

- Demonstrate the ability to make well-considered aesthetic judgments.

M/S/C (J. Hamilton, E. Dambrosio) to approve the motion.

12 Ayes

0 Opposed

0 Abstentions

a. New Business

i. Fire Science Position

The YFA, Technical Education Division, and College Administration have made a recommendation in regards to the Fire Science Instructor position becoming a Certificated Management position. The position has been almost exclusively run on reassign time, and the recommendation to change the position was run through Technical Education division’s shared governance process. The YFA has directly communicated with the Senate Exec and is also asking for this position shift. S. Kincade said the interest was for this person to be able to work with local partners year-round, go out and obtain/seek the funding, and collaborate with the Fire Science groups.

A. McKissick moved to approve the Fire Science position as a Certificated Management position.

M/S/C (A. McKissick, B. Jensen) to approve the motion.

12 Ayes

0 Opposed

0 Abstentions

ii. Faculty Hiring Prioritization Taskforce Update

The group has been discussing how the process will work with Academic Senate and the divisions. Timelines and incentives to announce retirements early have been discussed. Deans have been asked what categories they would like to have on an application sheet. By the Fall, we are trying to get everything in a standardized fashion. Hopefully by next meeting a draft will be done.

iii. ASCCC Curriculum Institute Update

J. Todd and J. Hamilton went to a Curriculum Institute and the big topic of conversation was Unit Values. The Thursday, of Institute week, Aug 22 at 10:00, he hoped a number of senators will be there to discuss Unit Values. Not to necessarily come up with a policy, but to open a discussion regarding Unit Values and courses, given the new State Mandates, new CID's, new TMC's, now called ADT's and talking about it locally and at the State Senate. Need reps from areas to talk about it and get the conversation on the table. Would also like to discuss Student Success and Unit Values.

iv. Engaging All Voices – MJC Shared Governance Document Discussions and Academic Senate

Handbook

James spoke with Jill Stearns and she is very receptive to meeting with J. Todd and J. Hamilton to discuss this document. They are also developing an Academic Senate handbook that would go along with Engaging All Voices document. The idea of adding a senator to a few councils was also well received. The handbook would be a training manual for the Senate appointees so when they participate they are aware and understand the expectation of what it means to be a Senate appointee.

If interested for review you can go to the MJC website and under President's Office, select College Council, select Documents and you will find the Engaging All Voices revised pages.

v. Institute Day/Week

A. McKissick moved to accept the preliminary agenda for Institute Week

M/S/C (A. McKissick, M. Christopherson) to approve the motion.

12 Ayes

0 Opposed

0 Abstentions

13 REPORTS

a. Student Senate

A. Campbell mentioned not much to report on. The new 2013/2014 Administration took office about a month ago. The Student Fireside Lounge was opened and appreciated the good turnout. Looking forward to working with Academic Senate.

b. Faculty Representative to the Board

B. Sinclair reported that he attended the last Board Meeting and it was uneventful and that he had a nice meeting with Joan and it seems to be going well, received positive feedback in regards to the Senate from Joan. He is reporting to the Board when he has meetings, for purposes of showing he is really doing his job, as there were concerns that the position wasn't assessed.

He briefly went over what this position entails.

c. Legislative Analyst-Chad Redwing – No Report

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

Already mentioned Outcomes.

- e. Curriculum Committee-Jennifer Hamilton – No Report
- f. Faculty Professional Development Committee and PDCC-Eva Mo – No Report
- g. Administration Report-Susan Kincade

S. Kincade reported that Accreditation is done, and she has started a draft of subsequent change that the Accreditation Committee asked for. A large document was sent out, trying to catch us up from 2010 to present on everything we changed. A Set of Change is needed, so responding to what we have on the strategic plan, and will be submitting in September.

- h. President's Report – James Todd

Goals are: Meetings Aug 15, 29, Sept. 5, Sept 19, and then thereafter 1st and 3rd week of the month. Hope to discuss and pass Program Review, there will be an Assessment Draft Manual, Hiring Prioritization, would like to talk about governance doc, find out if handbook is working.

Next semester, meetings will still be in Ansel Adams 206.

Time for Aug. 15 meeting is 3:00 – 5:00 pm. Time for Aug. 29 meeting is back to 3:45 – 5:30 pm.

14 ITEMS FOR FUTURE AGENDAS

- i. Institute Day/Week
- ii. YCCD Board Policy 7-8049 (Second Reading)

15 OPEN COMMENTS FROM THE PUBLIC

None

16 ADJOURNMENT

The meeting was adjourned at 4:50 pm