



**ACADEMIC SENATE MEETING
APPROVED MINUTES
OCTOBER 15, 2015**

Members Present: Curtis Martin (President), Chad Redwing (Vice President), Bill Anelli (Secretary) Deborah Laffranchini, Allan McKissick, Andrea Craddock, Annaliese Hausler-Akpovi, Belen Robinson, Bob Droual, Duane Brooks, Elizabeth David, Ellen Dambrosio, Eric Ivory, Eva Mo, Gail Brumley, Ginger Charles, Hans Hauselmann, Jim Howen, Jim Stevens, Kevin Alavezos, Michelle Christopherson, (sub. for Shelley Circle and also Faculty Liaison to the Board) Mike Adams, Lisa Riggs, Jacqueline Faris

Members Absent: David Chapman, Lonita Cordova, Paul Berger, Tommy Ledesma (President of ASMJC)

Guests Present: Alida Garcia, Bobby Hutchison, Brenda Thames, Charles Cipponeri, Claudia Ramirez, Florida Arias, James Todd, Jenni Abbott, Leticia Cavazos, Michael Smedshammer, Michelle Vidaurri, Pamela Crittenden, Susan Kerr, Tracey Potts

I. MINI LESSON: What Responsibilities Do Senators Have? – Mike Adams (10 minutes)

M. Adams briefly went over the responsibilities of being an Academic Senate senator. He suggested things be done prior to a Senate meeting, during a Senate meeting and following the meeting. M. Adams made suggestions regarding documents with 1st and 2nd Readings and when there is a motion. He pointed out different jobs that should be done as a senator and what should be taking place in other meetings or groups as a Senate representative.

II. APPROVAL OF ORDER OF AGENDA ITEMS

M. Adams suggested that Continuing Business Item #3, Resolution F15-C: Adoption of an Institutional Review Board at MJC be moved to #1 of the agenda.

C. Redwing suggested moving #4, Student Success and Support Program Plan to #2 on the agenda.

The revised Order of Agenda Items were passed with no objections.

III. APPROVAL OF THE MINUTES (October 1, 2015)

There were no objections and the Minutes of October 1, 2015 were approved.

IV. CONSENT AGENDA

A. McKissick requested Board Policy 2340 be pulled for comments. C. Martin pulled and placed as #5 on the agenda.

The amended Consent Agenda was passed with no objections.

V. ACTION/DISCUSSION ITEMS

A. New and Continuing Business

1. Resolution F15-C: Adoption of an Institutional Review Board at MJC – Bobby Hutchison

M/S (M. Adams, A. McKissick) Move to approve Resolution F15-C: Adoption of an Institutional Review Board at MJC for a 2nd Reading.

Curtis Martin mentioned that there were recommendations for changes. The changes did not dramatically change things, it just tightened up the language. An Institutional Review Board (IRB) does not make a decision on the legitimacy of a project. The only thing an Institutional Review Board (IRB) does is to decide whether it does any harm to human subjects. C. Martin briefly went over the changes in the Institutional Review Board (IRB) Handbook. Questions were asked and answered to satisfaction.

M/S/C (G. Brumley, heard but not seen) Move to amend the 1st Reading of Resolution F15-C: Adoption of an Institutional Review Board (IRB) to include the revised language.

21 Ayes, 0 Opposed, 1 Abstentions (A. McKissick)

M/S/C (M. Adams, A. McKissick) Move to approve Resolution F15-C: Adoption of an Institutional Review Board at MJC as amended for a 2nd Reading.

21 Ayes, 0 Opposed, 1 Abstentions (A. McKissick)

2. Student Success and Support Program Plan, 1st Reading

It was mentioned the counselors had a short time frame to go over the document and attempted to provide their input which was emailed to Academic Senate and a copy sent to James Todd and the counselors wish is to have that input be taken into account prior to the 2nd Reading.

As this is a 1st reading, it was proposed, if there are no other objections, that we approve this as a 1st reading and have the recommendations sent out to senators and have a 2nd reading with incorporation and discussion of those amendments at the next meeting.

M/S/C (M. Christopherson, B. Robinson) Move to approve the Student Success and Support Program Plan for a 1st Reading.

21 Ayes, 0 Opposed, 2 Abstentions (B. Robinson, Lisa Riggs)

Ginger Charles arrived prior to the vote.

3. Resolution F15-A: Elimination of Bottled Water in the Academic Senate, 2nd Reading – Bob Droual

M/S (B. Droual, M. Christopherson) Move to approve Resolution F15-A: Elimination of Bottled Water in the Academic Senate for a 2nd Reading.

Discussion took place with the following result.

M/S (J. Howen, K. Alavezos) Move to make an amendment to Resolution F15-A: Elimination of Bottled Water in the Academic Senate to remove the last BE IT RESOLVED.

Discussion of the amendment ensued.

B. Droual mentioned during the October 1 meeting the consent agenda was approved with a student speaker from Operation Green Committee coming to Academic Senate and will be talking about the student perspective and solutions on this topic. That student will be speaking at the next meeting. After she speaks, possibly some of the ideas brought forth could be reworked into the resolution.

M/SC (J. Howen, B. Anelli) Move to postpone Resolution F15-A: Elimination of Bottle Water in the Academic Senate to the October 29 meeting.

19 Ayes, 4 Opposed, (D. Laffranchini, L. Riggs, B. Droual, A. McKissick)
0 Abstentions

4. Resolution F15-B: Joint Resolution Supporting Adoption of Canvas – D.E. Committee

M/S (J. Howen, E. Mo) Move to approve Resolution F15-B: Joint Resolution Supporting Adoption of Canvas for a 2nd Reading.

Positive comments were made during a short discussion.

M/S/C (J. Howen, E. Mo) Move to approve Resolution F15-B: Joint Resolution Supporting Adoption of Canvas for a 2nd Reading.

22 Ayes, 0 Opposed, 0 Abstentions

Bob Droual left the meeting prior to the vote.

5. Board Policy 2340

A. McKissick made comments about Academic Senate weighing in on Board Policies. There is new language in Board Policy 2340 that states if someone agendas an item, it cannot be agendaed again for 90 days, which can be several Board meetings later. It mentions item, and it needs to be clarified if that restriction includes the individual.

Discussion took place about new language in Board Policy 2340. C. Martin mentioned that it was taken off the consent agenda at the Policies and Procedures Committee because it was appalling that the person would be restricted from talking. Either the language was changed or a satisfactory answer was given. He will talk to J. Sahlman to see if he specifically remembers what took place and have it taken back to the October 21 meeting for confirmation. Possibly the wording could be made less ambiguous.

VI. REPORTS

a. ASMJC Senate – Tommy Ledesma – as being absent, Tommy wanted to inform Senate that he has a full senate, and please attend the Saturday Homecoming.

b. President's Report – Curtis Martin

The Senate is working on a number of things of which probably one of the most important is Program Discontinuance policy. Like the IRB, there is a policy but no procedure attached to it. Since the Board Policy refers specifically to Discontinuance it was decided a draft of the procedure will be presented to the Senate at the next meeting for review.

Curtis Martin spent a full morning being trained, along with several others, on eLumen which will be the new assessment tool. They all left impressed with the training for eLumen. It will make assessment much easier. He briefly went over some of the details.

The Student Equity Plan will be brought to the Senate for a 1st Reading along with the process for Equivalency on October 29. Columbia College finally signed off on a college-wide equivalency process.

C. Martin is looking for volunteers for committees/councils. He will send out a list of the committees/councils and meeting dates to the senators for consideration.

c. Resource Allocation Council – Kevin Alavezos – report following

d. College Council – Chad Redwing, Bill Anelli

C. Redwing mentioned the mechanism by which Board Policies will not be affirmed by the Senate consent at College Council but that consent implied that it would go to constituencies for review so the language is now on the agenda. Evaluation mechanisms for the councils themselves was mentioned. B. Sanders did a report with C. Martin on the evaluation tool ClassClimate in order to facilitate evaluations by council members of their own council. A report was also received by the Foundation.

e. Accreditation Council – Brian Greene or Curtis Martin – report following

C. Martin just came from an Accreditation Council Meeting and a draft will be available of the essay by using the recommendations of other colleges using the new standards, by next week.

f. Legislative Analyst Report – Deborah Laffranchini – report following

g. Facilities Council – Jim Howen – no meeting

h. Instruction Council – Deborah Laffranchini – report following

i. Distance Education Committee – Eva Mo – no meeting

- j. Faculty Representative to the Board – Michelle Christopherson

M. Christopherson has been able to meet individually with four of the seven Trustees and they have had good conversations. Among the topics discussed were remediation, how best this position can be used, how best she can be helpful and adjunct issues. M. Christopherson found the Trustees to be congenial and open to hearing faculty concerns.

M/S (J. Howen, E. Ivory) Move to adjourn.
As there was no longer quorum, the motion failed.

- k. Curriculum Committee – Chad Redwing or Barbara Adams
- l. Student Services Council – Ross McKenzie – report following
- m. Faculty Professional Development Coordinating Committee and PDCC – Bill Anelli
- n. Outcomes Assessment Work Group (OAW)
- o. District Advisory Technology Committee – John Zamora

VI. ITEMS FOR FUTURE AGENDAS

VII. ANNOUNCEMENTS

IX. OPEN COMMENTS FROM THE PUBLIC

X. OPEN COMMENTS FROM SENATORS

J. Faris mentioned that Open Comments from the Public are typically done at the top of the Senate Meeting so those that do comment can leave as soon as they are done.

XI. ADJOURNMENT Adjourned at 5:45 pm

In accordance with the Ralph M. Brown Act and SB 751, minutes of the MJC Academic Senate records the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority."

Resource Allocation Council

October 2, 2015

By Kevin Alavezos

The following items were reviewed and discussed:

- MJC Budget Timeline--Draft
- YCCD Budget Planning Timeline
- 2015-2016 IELM Allocation Timeline--Draft
- RAC Schedule of Items 2015-2016--Draft
- IELM Allocation Summary 2014-2015--Draft

Draft documents of each item listed above and minutes of all RAC meetings can be found at

<http://www.mjc.edu/governance/rac/minutesagendas.php>

At this point, IELM money has not been allocated to the colleges.

We did not have quorum for this meeting.

- No action was taken.
- No items were forwarded to the College Council.

Accreditation Council

October 8, 2015

By Ellen Dambrosio

The Accreditation Council met on Thursday, Oct. 8. Three of four standards now have a faculty tri-chair assigned to them. Curtis is looking for a fourth. CSEA is looking for one classified staff member to serve on each of the standards. One administrator will also be appointed to each standard. We decided to start meeting weekly, effective immediately, to begin the process of writing a required essay.

Academic Senate: Legislative Analyst Report
Prepared by Debbie Laffranchini

October 1, 2015

FACCC Priorities:

- **AB 404 (Chui): Community Colleges, Accreditation**
 - Amend Education Code Sections 70901 and 72208
 - Facilitate greater input of California Community College faculty and others in the federal recognition process of accrediting agencies
 - Enrolled and presented to the Governor September 16, 2015
 - Requires the regional accrediting agency for the California Community Colleges (CCC) to report to the CCC BOG as soon as practicable after the National Advisory Committee on Institutional Quality and Integrity (NICIQI) has notified the agency of the date by which their application for continued recognition is due; and, requires the CCC BOG to conduct a survey of the CCC, including faculty and classified personnel, to develop a report to be transmitted to the United States Department of Education (USDE) and NICIQI that reflects a system-wide evaluation of the agency based on criteria used to determine an accreditor's status.
- **AB 626 (Low): Community Colleges, Employees**
 - Amend Education Code Section 87482.6
 - Increase full- to part-time faculty ratio
 - Provide additional support for part-time faculty
 - Introduce full- to part-time faculty standards in non-credit education
 - In committee, first hearing set, canceled by author July 1, 2015
 - Requires the CCC and Chancellor's Office to convene a group of stakeholders to develop recommendations on funding strategies in order for CCC districts to achieve the statutory goal of 75% full-time to 25% part-time faculty teaching at CCCs.
- **AB 490 (Alejo): Community Colleges, Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education Program, 2015/2016**
 - Act appropriating funds
 - Restore funding to EOPS
 - \$40,000,000 from unspecified source
 - \$32,000,000 EOPS
 - \$8,000,000 CARE
 - In committee, held under submission 5/28/15
- **SJR 1 (Senate Joint Resolution) (Beall): Social Security, Retirement Benefits, Public Employees**
 - Request President and US Congress to repeal Government Pension Offset and Windfall Elimination Provision from the Social Security Act
 - Chaptered by Secretary of State July 6, 2015

FACCC Prioritized Issues for 2015-2016 Budget Act:

- COLA
- Full-time, part-time faculty support
- Reducing student-to-counselor ratio
- State support to districts for increased retirement contributions
- Professional development
- Non-credit education
- Statewide student services programs
 - EOPS
 - CARE
 - DSPS
 - CalWORKS
 - CTE

FACCC Closely Monitoring:

- Chancellor's Office Task Force on Workforce, Job Creation, and a Strong Economy
- CTE and Economic and Workforce Development

ASCCC:

- **AB 288 (Holden) College and Career Access Pathways Partnership**
- Enrolled and presented to Governor 9/18/15
 - Authorize a community college district to enter into a CCAP partnership with a K-12 school district to develop pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.
 - Partnership agreement to outline the terms of the partnership and to establish protocols for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
 - Amendments include language to address employment concerns, the 15 units per term maximum, service areas, CCAP agreements, and reporting requirements.
 - Amendments include Chancellor's Office responsibilities, parameters of CCAP agreements, a 10% cap on total number of FTE statewide and a sunset date of 1/1/22.
 - Amendments on 09/01/15 include preventing oversubscribed courses from being offered through CCAP.
 - Last amended on 09/04/15 to expand definition of academic programs to include certificates and credentials in addition to associate degrees as well as clarifying language.

Instruction Council
October 6, 2015
Prepared by Debbie Laffranchini

Environmental Scan: (Review of Previous Action Item)

- Internal scan of institution
- Delayed until Institutional Researcher comes on board, hiring to take place in November
 - Will not have this data set for this round of hiring

MJC Strategic Plan (Review of Previous Action Item)

- President Stearns is working on it

Educational Master Plan (Continuing Business)

- To have Draft completed at close of Spring
- Will guide 2015 – 2020
- Soliciting participants for EMP work group
 - Round trip tickets for family of 16 to Disneyland for volunteers*
- Elements:
 - Concise, short, 8 – 10 pages
 - Four to five objectives
 - Identify goal of document
 - Usable to guide decisions

Instruction Council Committee Charge (New Business)

- Charge is daunting
- Has served to primarily respond to Hiring Prioritization process

Hiring Categorical Faculty (New Business)

- SSSP and other programs have deadlines for hiring that don't align with our timeline of hiring
 - Looking at how to respond to categorical hiring that meets the needs of a grant or program
 - If categorical faculty are to be non-tenure track and to be paid out of the grant, they will be put forth on a consent agenda
 - Items on the Consent Agenda can be pulled at any time

Student Services Council
October 9, 2015
By Ross McKenzie

We spent the entire time looking at the SSSP, getting it ready for the October due date.

While looking at it, one topic came up: it would help the SSSP plan if the faculty reps would ask their constituents if they have any *organized* departmental events where they help students with orientation or academic advising (and no, office hours don't count).