



**ACADEMIC SENATE MEETING
APPROVED MINUTES
APRIL 28, 2016**

Members Present: Curtis Martin (President), Steve Amador (Vice President/Parliamentarian), Bill Anelli (Secretary), Deborah Laffranchini (Legislative Analyst), Aishah Saleh, Allan McKissick, Ashley Yu, Belen Robinson, Bob Droual, David Chapman, David Seymour, Duane Brooks, Elizabeth David, Ellen Dambrosio, Eric Ivory, Eva Mo, Hans Hauselmann, Jim Howen, Jim Stevens, Lisa Riggs, Mike Adams, Mike Morales, Pamela Kopitzke, Paul Berger, Shelley Circle, Teri Curtis, William Holly (sub for David Seymour)

Members Absent: Kevin Alavezos, Lonita Cordova, Theresa Stovall

Guests Present: Bradley Machado (Exec. Vice President of ASMJC), Michelle Christopherson (Faculty Liaison to the Board), Daniel Schmidt, Greg Hausmann, Michael Sundquist, Ross McKenzie, Steve Choi

I. MINI LESSON - None

II. APPROVAL OF ORDER OF AGENDA ITEMS

M. Adams, due to the Policies and Procedures Committee not being finished with them, moved to pull Item #1 of the Consent Agenda (Policies 3435, 5500, 5020, 5015, 5013, 5010, 4225, 4222, 4105, 4102, and 4070)

M. Adams requested to move Item #6, Engaging All Voices: Survey Results and Governance Councils, of the Action/Discussion Items to before Item #4 of the Action/Discussion Items.

S. Circle requested Items #5 and #11 of the Consent Agenda be pulled for discussion as #1 in Action/Discussion Items

No objections, the Order of Agenda Items was approved as amended.

III. APPROVAL OF THE MINUTES (April 7, 2016)

No objections, the April 7, 2016 minutes were approved.

IV. CONSENT AGENDA

1. Board of Trustees Policies and Procedures: (3435, 5500, 5020, 5015, 5013, 5010, 4225, 4222, 4105, 4102, 4070 Pulled)
2. Appoint Adrian DeAngelis and Gerald Wray to the Instructor of Welding selection committee.
3. Appoint Nita Gopal to Instruction Council.
4. Appoint Tonya Robinson to Instruction Council.
5. Appoint Rob Stevenson as adjunct to the Academic Senate Executive Board. (Pulled for discussion)
6. Appoint Cheryl Mulder, Milan Motroni, Beth Bailey and Michael Girardi to the Selection Committees for the PE/Athletic Trainer and the PE/Baseball Coach positions.
7. Appoint Cynthia Schmidt, Tania Adkins and Kelly Butler to the Selection Committees for the Nursing, Tenure-track and Temporary positions.
8. Appoint Cheryl Williams-Jackson, Debbie Laffranchini and Linda Stephan to the Selection Committee for the Child Development position.
9. Appoint Janet Fantazia, Bonnie Hunt and Ellen Dambrosio to the Selection Committee for the Respiratory Care position.
10. Appoint Robert Stevenson, Ruth Cranley and Marcos Garcia to the Articulation Officer Selection Committee.
11. Revised Instruction Council Hiring Prioritization 2016/2017. (Pulled for discussion)

No objections, the Consent Agenda was approved as revised.

V. **ACTION / DISCUSSION ITEMS**

#5 of the Consent Agenda - Appoint Rob Stevenson as adjunct to the Academic Senate Executive Board

C. Martin explained the reason why Rob Stevenson was appointed as an *adjunct* to the Academic Senate Executive Board # Item #5 of the Consent Agenda. The President of Academic Senate has the right to appoint faculty to the Executive Board for a period of one year. Due to the amount of work in front of the Senate to be done, he felt it necessitated another person on the Executive Board. Adjunct meant that this position was not elected to the Executive Board.

No objections, this item was approved.

#11 of the Consent Agenda - Revised Instruction Council Hiring prioritization 2016/2017

There was an amendment added to the Instruction Council Hiring Prioritization, on page 3, that needed to be approved regarding if the September 30th announcement deadline is not met the vacated position would need to be considered and acted upon by Dean's Cabinet. Discussion took place for and against the amendment.

M/F (A. McKissick) Move to add to the end of the amendment, Deans' Cabinet will forward positions on a consent agenda to the Instruction Council, before submission to the Academic Senate. There being no 2nd, the motion failed.

Call to question was made by B. Droual. Seconded by A. McKissick Non-debatable, 2/3rds vote. 25 Ayes, 0 Opposed, 0 Abstentions

Vote was taken for the Revised Instruction Council Hiring Prioritization Process 2016/2017 23 Ayes, 0 Opposed, 2 Abstentions (J. Howen, A. McKissick)

A. New and Continuing Business

1. Presentation on Co-requisite course – Dan Schmidt

D. Schmidt highlighted one of the initiatives that received its big push from last year's Retreat. It has been worked on since that time to co-requisite an English course. D. Schmidt explained what a co-requisite course was and what it does for students. ALP (Accelerate Learning Program) is a co-requisite model for developmental writing that began as a faculty initiative in 2007. The design removes some of the idea of developmental courses and places ALP students in a classroom with stronger students who model better writing, study habits and class participation. He briefly told how the program works.

D. Schmidt went over the ALP program at the Community College of Baltimore County and what they allow their students to do, and what the results are.

There are many versions of ALP springing up all over the country with individual numbers varying but it is a different story in California. The only school in California that follows the Baltimore County model is Santa Barbara who has been doing it for approximately five years. There is a lot to learn from them about how they coordinate all their services for the students in these courses.

As a team at MJC they have looked at the ALP model and some of the other models and have developed three guiding principles they would like their model to adhere to. D. Schmidt went over those three guiding principles and told what is currently taking place, what they want to do and how to shape the class.

Discussion took place, questions fielded and answered.

2. Resolution S16-A: Revision of YCCD Contract Faculty Hiring Procedures, 2nd Reading

M/S (S. Circle, P. Kopitzke) Move to approve Resolution SP16-A: Revision of YCCD Contract Faculty Hiring Procedures for a 2nd Reading.

Discussion and comments took place.

M/S (E. Dambrosio, S. Amador) Move to amend under VIII. Selection Committees (Full Time Faculty) page 13, A. Membership, in the first paragraph, second sentence, add *normally* after the word shall and additional wording to be inserted as a new sentence at the end of the second sentence. *A rationale must be provided to the Academic Senate for the recommendation of a non-tenured faculty member for selection committee membership.*

Discussion took place regarding tenured faculty, and it was suggested removing the word *normally* from the amendment which was approved by the author of that amendment.

M/S/C (E. Dambrosio, S. Amador) Move to approve the amendment, as amended, under VIII. Selection Committees (Full Time Faculty) page 13, A. Membership, in the first paragraph, additional wording to be inserted as a new sentence at the end of the second sentence. A rationale must be provided to the Academic Senate for the recommendation of a non-tenured faculty member for selection committee membership.

25 Ayes, 0 Opposed, 0 Abstentions

Discussion continued on the main motion.

M/S/C (J. Howen, D. Chapman) Move to extend debate by 10 minutes.

As there were no objections the motion was approved.

Discussion continued on the main motion.

M/S/C (S. Circle, P. Kopitzke) Move to approve Resolution SP16-A: Revision of YCCD Contract Faculty Hiring Procedures for a 2nd Reading.

22 Ayes, 0 Opposed, 0 Abstentions

D. Laffranchini, L. Riggs and P. Berger left prior to the final vote.

3. Resolution S16-D: Adoption of *eLumen*, 2nd Reading

M/S (E. Dambrosio, B. Droual) Move to approve Resolution SP16-D: Adoption of *eLumen* for a 2nd Reading.

Discussion took place regarding an amendment that was being suggested.

M/S (E. Dambrosio, S. Circle) Move to amend Resolution SP16-D: Adoption of *eLumen* by striking "An ACCJC eligibility requirement" on the three Whereas and inserting "A standard" and adding a new Whereas stating *The eLumen software was chosen as MJC's assessment tracking software outside of the shared governance process, leaving faculty input on the decision undocumented.*

Discussion took place and a Friendly Amendment took place regarding adding "An ACCJC" in front of "standard".

M/S/C (E. Dambrosio, S. Circle) Move to approve Resolution SP16-D: Adoption of *eLumen* as amended by striking "An ACCJC eligibility requirement" on the three Whereas and inserting "An ACCJC standard" and adding a new Whereas stating *The eLumen software was chosen as MJC's assessment tracking software outside of the shared governance process, leaving faculty input on the decision undocumented.*
There being no objections the amendment was approved.

M/S/C (E. Dambrosio, B. Droual) Move to approve Resolution SP16-D: Adoption of eLumen for a 2nd Reading.

22 Ayes, 0 Opposed, 0 Abstentions333

6. Engaging All Voices: Survey Results and Governance Councils – A Discussion

Discussion took place about surveys that took place last fall from all the councils. Comments and concerns about the councils were brought forward, not knowing what is really going on, the lack of a role for Academic Senate, where Academic Senate fits in the governance structure and Engaging All Voices and where Academic Senate's voices are officially put forward. It was discussed the system is inadequate and is defective.

C. Martin wanted suggestions, as this was being reviewed, what process could be followed on these councils, how they could be modified, changed or revamped, and how could a system be built or suggest a system that satisfies our needs.

C. Martin said potential Emergency meeting were to be set up for May, June, July and August in case advice is needed, as this subject will be discussed during the summer.

4. Resolution S16-E: Open Educational Resources, 2nd Reading

M/S (A. McKissick, E. Dambrosio) Move to approve Resolution S16-E: Open Educational Resources for a 2nd Reading.

Discussion took place regarding the last Therefore and a Friendly Amendment was accepted to add after the last word OER *as appropriate*.

M/S/C (A. McKissick, E. Dambrosio) Move to approve Resolution S16-E: Open Educational Resources for a 2nd Reading.

22 Ayes, 0 Opposed, 0 Abstentions

5. Resolution S16-G: Resolution in Support of Adopting the OEI Rubric for Online Courses
6. Engaging All Voices: Survey Results and Governance Councils – A Discussion – Moved up to before #4
7. Draft of Educational Master Plan Data – A Discussion

VI. REPORTS

- A. ASMJC Senate – Bradley Machado
- B. President's Report – Curtis Martin
- C. Legislative Analyst Report – Deborah Laffranchini
- D. Accreditation Council – Curtis Martin
- E. Instruction Council – Deborah Laffranchini
- F. Facilities Council – Jim Howen
- G. Resource Allocation Council – Kevin Alavezos
- H. College Council – Chad Redwing, Bill Anelli
- I. Faculty Representative to the Board – Michelle Christopherson
- J. Curriculum Committee – Steve Amador
- K. Distance Education Committee – Eva Mo
- L. Student Services Council – Ross McKenzie
- M. Faculty Professional Development Coordinating Committee and PDCC – Bill Anelli
- N. Outcomes Assessment Work Group – Nita Gopal (OAW)
- O. District Advisory Technology Committee – John Zamora

VII. INFORMATIONAL ITEMS

- a. Program Review "Party" is Tuesday, May 10, 12-5 pm. We need volunteers!!! Lunch will be provided.
- b. Fall and spring assessments due by end of Spring 2016 for courses scheduled in the cycle.
- c. Save the Date: Academic Senate Retreat, September 8, 2016 – 3:45 – 6:45 pm
- d. MJC and Columbia Great Teachers Retreat, August 18 -21, 2016

e. Summer Sonata, Thursday, July 21 at Greens on Tenth

VIII. OPEN COMMENTS FROM THE PUBLIC

C. Martin thanked B. Anelli for his service as Secretary and unless there is a meeting in May, this is his last meeting.

ASMJC Vice President Bradley Machado mentioned that he had taken his last test and was deciding on two universities. He wanted to thank the Senate for allowing him to be here.

IX. ITEMS FOR FUTURE AGENDAS

- a. Program Viability and Discontinuance
- b. Program Review Revision
- c. Assessment and Assessment Cycle

X. ANNOUNCEMENTS - Next Senate meeting, September 8, 2016 – location to be determined

XI. OPEN COMMENTS FROM SENATORS

XII. ADJOURNMENT 5:55 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."

Accreditation Council
April 14, 2016
By Brian Greene

The Accreditation Council held its final meeting of the semester on April 14th. Completed templates - with links to evidence of how we meet each of the standards - for three of the four standards are now live on the Accreditation portion of the website. The templates for Standard III are expected to be posted shortly.

Now that the templates have been submitted, a Writing Team led by President Stearns will write a first draft of our self-evaluation report. The draft is expected to be shared with the college community early in the fall term. This will allow ample time for multiple cycles of feedback and revision as well as obtaining constituent approvals by the end of the 2016-17 academic year. As a reminder, our self-evaluation report is due in August 2017 and our site visit is scheduled for October 2017.

Finally, the Accreditation Council is discussing additional methods of updating the college community on accreditation efforts. Please send suggestions to Brian Greene or one of the other Academic Senate representatives on the Council.

Instruction Council/Student Services Joint Council Meeting
April 19, 2016

Prepared by Debbie Laffranchini

- Brenda Thames presented Data Sets for the Education Master Plan
<http://www.mjc.edu/general/accreditation/emp/>
 - Suggested that all exiting students (retention data) would automatically generate a brief survey to help determine reason for leaving
 - Suggested that all students not successfully completing a course have an automatically-generated brief survey to help determine reason for unsuccessful completion
 - Barriers to success are night students not having access to food (West Campus Convenience Store closes at 6:00 and no food is available after 2:00 pm)
 - No coffee available for night students
 - Scantrons often unavailable at night
 - Staffing for night classes would support students
 - Online support for students available until midnight would support our growing online courses student population
- Program Review “Party” will be May 10, from 12:00 – 5:00 pm, lunch provided
- Hiring Prioritization Document proposal was presented by Mike Sundquist and will go to Academic Senate for consideration
 - September 30 deadline for announcement of retirement would continue for replacements within the division
 - Out-of-cycle separations would be considered by Deans’ Cabinet: meets weekly for timely response to vacated positions
 - Reflecting priorities of the Instructional Outlook Report
 - Faculty co-chair of Instruction Council will participate in the administrative discussions
 - Growth positions will continue to be presented to Instruction Council for their recommendations

Academic Senate

Curriculum Committee Report

Submitted April 22, 2016

The Curriculum Committee

The Curriculum Committee met on Tuesday, April 12, 2016 at 2:40 PM for their regularly scheduled meeting.

- Committee Actions:
 - Reviewed and approved 23 course proposals (revisions, adoptions)
 - Reviewed and approved 25 requisites requests (maintaining, requesting new)
 - Reviewed and approved 20 GE requests (maintaining, requesting new)
 - Reviewed and approved 8 DE proposals (maintaining, requesting new)
 - Reviewed and approved 2 program proposals (revision, adoption)

Respectfully submitted,

Barbara Adams, Curriculum Co-Chair (Elected by Curriculum Committee)