



**ACADEMIC SENATE MEETING
APPROVED MINUTES
FEBRUARY 18, 2016**

Members Present: Curtis Martin (President), Steve Amador (Vice President/Parliamentarian), Bill Anelli (Secretary), Deborah Laffranchini (Legislative Analyst), Allan McKissick, Ashley Yu, David Chapman, Elizabeth David, Ellen Dambrosio, Eric Ivory, Eva Mo, Hans Hauselmann, Jim Howen, Kevin Alavezos, Pamela Kopitzke, Teri Curtis

Members Absent: Belen Robinson, Bob Droual, David Seymour, Duane Brooks, Gail Brumley, Jim Stevens, Lisa Riggs, Lonita Cordova, Mike Adams, Paul Berger, Shelley Circle, Tommy Ledesma (President of ASMJC)

Guests Present: Gabriel Tovar, Michelle Christopherson (Faculty Liaison to the Board)

I. MINI LESSON – Steve Amador

S. Amador presented a mini lesson on Constitution, Bylaws, and Constitution and Bylaws. He went over the differences between the two and what should be contained in them.

Academic Senate did not have quorum. Those present stayed in relaxed conversations about different issues related to the college.

II. APPROVAL OF ORDER OF AGENDA ITEMS

III. APPROVAL OF THE MINUTES (January 21, 2016)

IV. CONSENT AGENDA

1. Board of Trustees Policies and Procedures: 3435, 5530, 6800, 6700, 6620, 6530, 6400, 6330, 6100, 5500, 5020, 5015, 5013, 5010, 4225, 4222, 4105, 4102, 4070, 4021
2. Appoint Curtis Martin to the Selection Committee for the College Research Analyst position.
3. Appoint Michael Adams, Paul Cripe and David Boley to the *ad hoc* equivalency pre-screening committee for Math
4. Appoint Kurt Olson, J. Penn, and Melanie Berru to the *ad hoc* equivalency pre-screening committee for Sociology
5. Appoint Theresa Stovall as accreditation tri-chair to Standard I of the Accreditation Council
6. Appoint Elizabeth David as Academic Senate representative to College Council
7. Appoint Bobby Hutchison as faculty lead to the MJC Institutional Review Board (IRB)
8. Appoint Brian Greene as faculty co-chair of Accreditation Council

V. ACTION / DISCUSSION ITEMS

A. New and Continuing Business

1. Resolution F15-E: Assessment Exemption Proposal, 2nd Reading (Early Placement in High School) (10 minutes)
2. E-Lumen Presentation – Nita Gopal (20 minutes)
3. Resolution S16-A: Revision of YCCD Contract Faculty Hiring Procedures (20 minutes)
4. Program Discontinuance Proposal Review – (20 minutes)
5. FTES: A Senate Discussion – Continued Conversation

VI. REPORTS

- A. ASMJC Senate – Tommy Ledesma
- 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. Welcome to Teri Curtis, SMEs new representative to the Senate (February 4, was her start date)
 - b. Program Review is due by March 30th
- VIII. OPEN COMMENTS FROM THE PUBLIC**
- IX. ITEMS FOR FUTURE AGENDAS**
- X. ANNOUNCEMENTS - Next Senate meeting, March 3, 2016**
- XI. OPEN COMMENTS FROM SENATORS**
- XII. ADJOURNMENT**

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 Report
 By Brian Greene
 2/11/16

The Accreditation Council met on February 11. Brian Greene, Faculty Accreditation Chair, chaired the meeting as VP Brenda Thames, Accreditation Liaison Officer, was unable to attend. Standards Committees I, III and IV have been meeting to identify data and evidence that address each of the standards. The Standard II (instruction and support services) Committee has not met yet. A joint Student Services Council and Instruction Council meeting is scheduled for Tuesday, February 16th, at which time a subgroup will be identified to begin the work. Brian has been asked to help coordinate this Standard Committee's efforts.

Last fall, MJC submitted two Substantive Change proposals to ACCJC, one for the Respiratory Care BA program and another for Distance Education. The BA proposal was accepted, however the DE proposal was returned for revisions. Requested revisions are all straightforward. Brian is working with Mike Smedshammer and the DE Committee to draft a revised proposal. The draft should be ready by the end of the month.

Accreditation Report

By Brian Greene

1/28/16

Through February and into March the Accreditation Standards committees continue to identify practices and evidence as they complete the Standards Templates we're using to gather information. Initial data from the Standards Committees is due in March.

The Accreditation portion of the website has been updated with new information, including meeting schedules and the templates that are being completed by the Standards Committees: http://www.mjc.edu/general/accreditation/self_evaluation_page.php

The next Accreditation Council meeting is February 11 from 2:30-3:30 in Morris Conference Room A.

Self-Evaluation Page

Accreditation Standard meetings are open to all who wish to attend and are scheduled throughout the semester.

Standard I: Next meeting is February 5, 2016 in Founders Hall 112B, from 9-10am.

Standard II: TBA

Standard III: First and third Friday of the month, Student Services Room 203, 10am-12pm.

Standard IV: First and third Monday of the month, opposite College Council, Morris Memorial Conference Room A, 3-5pm.

Tri-Chair Membership	Representing
Accreditation Council	
Jennifer Hamilton , Administrator	Standard I
Chad Redwing , Faculty	Standard I
Kristina Godinez , Classified	Standard I
Marc Beam , Institutional Research	Standard I
Student Services Council & Instruction Council	
Brenda Thames , Administrator	Standard II
James Todd , Administrator	Standard II
Curtis Martin , Faculty	Standard II
Glen Stovall , Classified	Standard II
Resource Allocation Council	
Albert Alt , Administrator	Standard III
Ellen Dambrosio , Faculty	Standard III
Julie Trejo , Classified	Standard III
Gina Leguria , Human Resources	Standard III
Judy Lanchester , Physical Resources	Standard III
Patrick Pimentel Sr. , Technology Resources	Standard III
Teresa Scott , Financial Resources	Standard III
College Council	
Jill Stearns , Administrator	Standard IV
Kevin Alavezos , Faculty	Standard IV
Debbi Partridge , Classified	Standard IV
Coni Chavez , Policies and Procedures	Standard IV

ACCREDITATION TIMELINE INSTITUTIONAL SELF-EVALUATION



ACTIVITY	RESPONSIBLE PARTY	DATE/STATUS
FALL 2015		
Design self-evaluation process	Accreditation Council Co-Chairs & College President	Completed October 2015
Team of representatives attend ACCJC self-evaluation workshop/training	Accreditation Liaison Officer, College President, Academic Senate President	Completed October 2015
Create resources for writing teams (including website and document sharing)	Accreditation Process Specialist	Completed October 2015
Identify Standard Tri-Chairs and Governance Councils	Accreditation Council	Completed October 2015
Conducted training for Tri-Chair training	Accreditation Council	Completed November 2015
Conducted training for Governance Councils	Accreditation Council Representatives	Completed December 2015
Launch Accreditation Self-Evaluation Website	Accreditation Process Specialist	Completed December 2015

SPRING 2016

Presentations on Standards – Institute Day	Standard Tri-Chairs	January 8, 2016
Governance Councils identify writing team members for their assigned Standard	Standard Tri-Chairs	February – May 2016
2016 Academic Senate Accreditation Institute	ALO, Academic Senate President, Accreditation Process Specialist	February 2016
Report to Board of Trustees	Accreditation Co-Chairs	Spring 2016
Accreditation Council and Tri-Chair groups meet monthly for updates	Accreditation Council	Spring 2016
Identify processes, practices, and evidence on Standards template	Governance Councils & Standard Tri-Chairs	January – April 2016
Tri-Chair feedback submitted to Amanda	Standard Tri-Chairs	March 2016
Final templates and evidence lists due	Accreditation Process Specialist	May 2016
Analyze and cross check data for self-evaluation	Accreditation Council, Standard Tri-Chairs, College Researcher	August 2016

FACILITIES COMMITTEE MEETING 1-28-16

The Facilities Committee met on 1-28-16, but did not have quorum, so no action items were discussed. Here are some informational items covered:

1. The “test” bench sample for the proposed installation of benches in Founders hallways has been rejected for a number of reasons. The task of finding a suitable model has been returned to the ASMJC, and a representative will report back to the Committee with possible choices for further vetting.
2. A brief statewide budget review took place concerning past, present, and future CCC budgets were compared.
3. A consensus was reached to recommend minor changes to the College council concerning membership titles for two of our members.
4. Matt Kennedy of Kitchell reported on progress in Measure E projects. Road work on West Campus is scheduled to begin in March, weather permitting, starting with Phase 1 in the south-west corner of the campus, followed by Phase 2 in May, which will revise the eastern entrance from Brink Avenue up to the Sierra parking lot. These two phases may overlap, meaning two West Campus entrances may be under construction at the same time. Kitchell is hoping to avoid overlap or traffic issues. Phase 3 will cover the southern center of the campus, and will begin when the new District building is complete, planned for late Fall.
5. The painting and Science outdoor storage projects are in planning, and The Ag storage project is on hold due to lack of funds. As funding is freed up as older projects complete, the amount of money available (and corresponding size of the Ag building) will be known and design can begin.

Respectfully submitted,

Jim Howen

RAC Report
February 5, 2016 meeting
By Kevin Alavezos

- We reviewed the District budget timeline.
- We are scheduled to review the PTOL allocation at or next February meeting or one of the March meetings.
- See attached memo regarding IELM allocations.
 - Should the money be held over until next year or spent this year?
 - What is the Senate's position?
- RAC agendas and minutes can be found at <http://www.mjc.edu/governance/rac/minutesagendas.php>.

Next meeting is scheduled for February 19, 2016, from 10 a.m. – 12 p.m. in Student Services Room 203.

No actions were taken and no recommendations were forwarded to the College Council.

Academic Senate

Curriculum Committee Report

Submitted February 16, 2016

The Curriculum Committee

The Curriculum Committee met on Tuesday, February 9, 2016 at 2:40 PM for their regularly scheduled meeting.

- Committee Actions:
 - Reviewed and approved 18 course proposals (revisions, inactivation)
 - 1 course pulled, discussed at meeting, and approved
 - Reviewed and approved 16 requisites requests (maintaining, removing, requesting new)
 - Reviewed and approved 6 local requirement requests (maintaining)
 - Reviewed and approved 8 GE requests (maintaining)
 - Reviewed and approved 6 DE proposals (maintaining, requesting new)
 - Reviewed and approved 1 materials fee request (maintaining)
 - Reviewed and approved 4 program proposals (modifications, adoptions)

Respectfully submitted,

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

Report to Senate: Distance Education Advisory Committee, January 11, 2016

From: Iris B. Carroll

DE Senate Representatives: Iris Carroll, Mary Silva, Eva Mo, Leslie Collins

Date: January 14, 2016

Mike began by reviewing Action Items from our previous meeting:

- Mike is informing faculty about Canvas in various venues and lead several Institute Day sessions on the subject. In addition, he's been sending announcements out to all faculty.
- A Canvas resources page has been created that Mike continues to develop. Mike has added migration information on the Faculty online resources. Faculty can learn more about the migration from Blackboard to Canvas on the *Canvas Migration* page at < <http://www.mjc.edu/instruction/online/canvas.php> >. Mike announced that each faculty member has two sandbox shells already in which to begin learning and working. Mike has also created trainings.
- Mike announced that there has been no progress made on the creation of a portal. Project funding is undecided at this point.

Old Business

- Canvas – Mike has two training classes. Both are two-week classes. One class is fully online and the other is hybrid. People can get 15 hours of flex credit for completing either class successfully. Mike is planning on offering these two courses each month this spring and into May and June. Signups for this January training are going on now. The January training will begin on Monday, 1/18. Learn more about trainings and sign up at < bit.ly/1THZxNI >.

New Business

- Barbara Adams attended our meeting to seek DEAC input on updating the Distance Education Addenda form in CurricuNet. The Curriculum Committee would like us to provide recommended changes accompanied by a brief rationale for each recommended change. A subcommittee was formed to work on this project. Mike, Iris, Linda, and Leslie volunteered to serve on this work group, which plans to meet on January 25.
- A faculty member has introduced the prospect of having the DEAC review new online courses in order to offer constructive feedback. Currently we review a new online

instructor's first online course. After a long discussion, we tabled this issue until the faculty member could present his idea in person.

Reports

- Grants, SSP, SSEP (Jenni) –Both the SSP and SSEP plans were submitted. The Equity Plan has gone to the Board. The Student Success plan allowed us to hire more Student Success coaches and six counselors. There is also a plan to open some Student Success centers around campuses that will be staffed by Student Success coaches and counselors. Students can drop in to these centers for a variety of services including Ed plans and testing. These centers will be open during the evening hours. There is a non-credit SSSP plan as well, so that non-credit ESL students can get similar services. The Equity Plan focusses more on re-evaluating the data with a specific concentration on GE courses with low success rates. The goal is to discover where barriers lie and mitigate drops. The plan is to look at GE this spring and basic skills this summer. They want to employ student focus groups to discover what barriers they face. Mike introduced us to the College of San Mateo's course withdrawal survey as one way to help us discover barriers our students face. At the College of San Mateo, four generalities emerged: difficulty accessing the Internet; inability to attend required on-campus exams or meetings; lack of appropriate study environment; and lack of access to appropriate versions of software.
- District IT Update (Brian) – The District's major IT project priority now is the conversion of the Datatel from an Oracle to Sequel Server, which they hope to complete by the end of May. Once that is done then they have to start catching up to other projects that are backlogged including the Canvas migration. The goal is to have automatic uploads programmed by fall.
- Senate (Eva) – Eva reported that Mike will give a presentation on Canvas.
- College Council (Mike) – Mike informed us that they are reviewing District policies. Council is leading up Program Review as well. They are also working on a Strategic plan and Educational master plan.
- Campus Technology Committee (Leslie, Mike) – This important campus committee has been reconstituted. Their first meeting was in December. During this meeting members gathered a list of issues and/or areas of concern in order to develop their priorities. This committee will meet again next week.

Information Items

- Mike shared the YCCD Web search report for previous 12 months which was created by Brian Hill. Mike found these results interesting: MJC 296,416; Columbia 5,460; District 6,432. As recently as 2013, Columbia had 25,000 searches per year. The relocation of Columbia's search feature probably explains the drastic drop in the number of their site searches.

Report to Senate: Distance Education Advisory Committee

Prepared by: Leslie Collins

DE Senate Representatives: Iris Carroll, Leslie Collins, Eva Mo, Mary Silva

Date: February 9, 2016

I. Canvas Update

- It is still unclear how many faculty will be able to teach in Canvas this summer 2016.
 - There are over 100 online and hybrid classes offered this summer.
 - The process of building shells in Canvas is currently manually done by IT, and it is a time consuming endeavor. Student adds and drops are also manual.
 - BBSS faculty have asked to know by March 31st if they will be able to teach in Canvas this summer.
 - Eva Mo asked for a commitment to offer, at the very least, 40 Canvas shells this summer (approximately 20% of the offerings) so faculty can begin the transition process.
- All faculty should be able to teach in Canvas in fall 2016.
 - The Canvas shell creation process should be automated by then.
 - Mike Smedshammer hopes that at least half of all DE faculty will teach in Canvas in the fall.
- MJC will continue to pay for Turnitin and VoiceThread access when we switch to Canvas.
- Our Canvas support package is different from the support available to Columbia College because Columbia College is part of the OEI pilot program.
 - Through the OEI, Columbia college has 24/7 technical phone support. We have Canvas technical phone support Monday through Friday, 5p – 8a and on weekends.
 - Columbia College students have free access to NetTutor. Our students do not.

II. Alternate Media Needs

- There are fewer DSPS requests for alternate media from students than in previous semesters.
- DSPS continues to receive more captioning requests than they can keep up with.
 - The administrative process to get approval for captioning (both at MJC and through the state grant) is convoluted and time-consuming, which makes it difficult for legally-required captioning to be completed in a reasonable timeframe.

- The DE Committee requests that the Campus Technology Committee investigate both the process of seeking approval for captioning and the hardware and software needs of DSPS to complete in-house captioning.

III. Current Projects

- The DE Committee has provided recommendations to the Curriculum Committee regarding the Distance Education Addendum.
- The DE Committee is working with Brian Greene on editing and resubmitting the Distance Education Program substantive change report to VP Norv Wellsfry at ACCJC.
- The DE Committee is working on program review.
- The DE Committee still strongly supports a single sign-on student learning portal. We would like clarification about the progress being made on funding this important project.

Student Services Council,

By Brian Greene

January 22, 2016

- Portions of the new assessment processes will begin rolling out late January/early February. Known as "Multiple Measures," students will have new avenues for being placed in college level courses (e.g. English 101 and Math 101, 105, 111, 121, 130, 134 or 138) such as using their high school transcript. Other portions of the new processes are delayed so that they can be modified to align with the common assessment tool, which is expected to be implemented spring 2017 for students enrolling for fall 2017.
- New student achievement rules for BOG waiver eligibility went into effect fall 2015 and 1,300 students did not meet the minimum threshold(s). Students that don't meet the threshold for two consecutive semesters are ineligible for BOG waivers. For the time being (at least), students who register prior to the completion of the second semester they don't meet the threshold will still be able to get the waiver. Students deemed ineligible can continue to enroll but will be required to pay any fees.

Several technical issues related to the registration process were discussed and will be looked into, the goal being to reduce confusion and make the process more straightforward.