



**ACADEMIC SENATE MEETING
APPROVED MINUTES
November 17, 2016**

Members Present: Curtis Martin (President), Chad Redwing (Vice President), Shelley Circle (Secretary), Steve Amador (Parliamentarian), Deborah Laffranchini (Legislative Analyst), Allan McKissick, Ashley Yu, Belen Robinson, Christian Hali, Elizabeth David, Elizabeth Hondoy, Ellen Dambrosio, Holly Nash Rule, Jennifer Macias, Jim Howen, Jim Stevens, Kevin Alavezos, Lisa Riggs, Mike Adams, Nathan Bento, Nancy Sill (sub for David Seymour), Pamela Kopitzke, Tristan Hassell

Members Absent: Aishah Saleh, Eric Ivory, Ginger Charles, Paul Berger, Theresa Stovall

Guests Present: Joseph Suratt (ASMJC – Senator of Tech. Education & Workforce Development), Martha Robles, Michelle Christopherson (Faculty Liaison to the Board), Nita Gopal, Rob Stevenson, Tina Giron, Tracey Potts

Others Present: Kathy Haskin

SENATE BUSINESS

A. Starfish Presentation – Martha Robles, Tina Giron, Elizabeth David

The Starfish PowerPoint presentation was delivered while waiting for quorum since no action from the Senate was necessary.

It was mentioned that Starfish is a new software that keeps track of students. Faculty will be able to access certain areas of a student's file to make it easier to understand where students currently stand and also for communicating with counseling and/or student services to obtain assistance.

This is an opportunity to build a system that has a network of support services that is centered on students. They are in the midst of the background implementation and faculty will be contacted to obtain advice, feedback and input. Anyone that becomes part of the network can see where a student is at. Different screens will be available, including a student screen, a faculty screen and a counseling screen. T. Giron mentioned Starfish interacts with Pirates Net and Canvas and Counseling has been using the new system and find it to be user friendly. Feedback is provided to the student from Starfish and assists them to connect to different resources on campus. Information is pulled, using the Datatel System, from a class roster and is dropped into Starfish.

T. Giron briefly went through some PowerPoint screens describing each and a short video was played detailing different features.

E. David explained from the student side, Starfish allows for more early intervention and for the student to initiate services themselves. Different components are integrated to be able to offer a larger support system for the student. Starfish also replaces the Early Alert System and has the capability for setting flags for students for different reasons.

Discussion took place.

I. APPROVAL OF ORDER OF AGENDA ITEMS

M. Adams requested that Section VI, the 2nd F, Motion to Revise Rules, G, Motion to Revise Bylaws, and H, Resolution F16-B be moved up to after B.

C. Martin requested that B, Faculty Hiring Prioritization, 2nd F, G & H be moved up before reports, and then the first report would be Nancy Sill/Kevin Alavezos, Faculty Liaison to Accreditation Council.

There being no objections to the revised Order of Agenda Items, the Order of Agenda was approved.

II. **APPROVAL OF THE MINUTES (October 20, 2016)**

There being no objections, the minutes of October 20, 2016 were approved.

C. Martin introduced Joseph Suratt, as the new ASMJC representative. Joseph Suratt said he was the Senator of Technical Education & Work Force Development, starting today with Academic Senate.

III. **CONSENT AGENDA**

1. Board of Trustees Policies and Procedures: 3518, 3710, 3715, 3750, 3530, 3570, 3-8002, 3-8004, 3-8016, 3-8024, 3-8025, 3-8026, 3-8027, 3-8030, 3-8072, <https://sp-portal.yosemite.edu/committee/policycommittee/Constituency%20Group%20Review/Forms/AllItems.aspx>
2. Appoint Layla Spain, Tina Giron, and Elizabeth David as Student Services Faculty Liaisons to the Starfish Core Implementation Team.
3. Appoint Chad Redwing and Teri Curtis to serve as faculty representatives to the Science, Math and Engineering dean search committee.
4. Appoint Curtis Martin to serve as Academic Senate representative to permanent YCCD Chancellor Search Committee.

A. McKissick requested to pull all Policies and if time was available could explain the reason.

No objection to the revised Consent Agenda, the Consent Agenda was approved.

IV. PUBLIC COMMENTS – Happy Thanksgiving and remember who to be thankful to and why, by J. Howen.

Moved up from VI. SENATE BUSINESS:

B. Faculty Hiring Prioritization

R. Stevenson said Instruction Council met November 16, discussed and approved the Faculty Hiring Prioritization. The diagram shows Replacements, now called On-Cycle Replacement Position at the top of the page, who made the deadline of September 30th or before and announced and should have their positions automatically filled within the division.

The second group called Off-Cycle, which was approved by Academic Senate within the last academic year, is when there are retirements or someone moved up from department to department, or transfers between colleges, the Dean's Cabinet can put forward a recommendation that goes to Instruction Council. This group was presented to Instruction Council as an unranked list and as a group felt all worthy of being recommended for being replaced. These are not guaranteed but will be forwarded to College Council for review.

The last group is Growth Positions. R. Stevenson was assured there would be no growth positions this year, but the group felt it best to keep the process going and should things change and there was a need to hire a list would be ready to go.

Discussion took place.

M/S/C (H. Nash-Rule, P. Kopitzke) Move to approve the Instruction Council Faculty Hiring Prioritization Recommendations for a 1st Reading.

18 Ayes, 1 Opposed (J. Howen), 0 Abstentions

Prior to the vote, Steve Amador and Lisa Riggs left.

Moved up from VI. SENATE BUSINESS:

F. Motion to Revise Rules – Add Minimum Qualifications and Equivalency Committee as Standing Committee of Academic Senate.

C. Martin said there has been a Minimum Qualifications and Equivalency Committee that has been worked on for the past 1 ½ years and is totally faculty owned and it runs smoothly. This committee has not officially been on paper and adding this to the Academic Senate as a Standing Committee formalizes what has been taking place for the 1 ½ years. C. Martin said he felt that minimum qualifications and equivalency are the gateway to maintaining the standards that we expect of this institution and it deserves a permanent standing at the Academic Senate.

M/S (M. Adams, S. Circle) Move to approve and revise the Rules at Article VII: Committees to include the Minimum Qualifications and Equivalency Committee as a Standing Committee of the Academic Senate as a 1st Reading.

Discussion took place, an amendment was offered, discussed and the amendment was withdrawn.

M/S/C (M. Adams, S. Circle) Move to approve and revise the Rules at Article VII: Committees to include the Minimum Qualifications and Equivalency Committee as a Standing Committee of the Academic Senate for a 1st Reading.

19 Ayes, 0 Opposed, 0 Abstentions

The Rules, Article VII, Committees, shall read:

6. Minimum Qualifications and Equivalency Committee

A. Charter

To facilitate meeting the obligation of the YCCD Board of Trustees to rely primarily on the advice of the Academic Senate regarding faculty minimum qualifications (Education Code §87359 (b)). The standing committee shall be:

- A. Membership: Members of the Minimum Qualifications and Equivalency Committee shall be full-time tenured faculty appointed by the president of the Academic Senate. Appointments shall be confirmed by the Academic Senate membership during its next regular meeting. The membership will include a chair, two appointees, and two alternates to the appointees.
- B. Meetings: Immediately upon an equivalency request.
- C. Procedures and criteria for determining qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors are set out in the Criteria and Procedures for Minimum Qualifications and Equivalency.

Moved up from VI. SENATE BUSINESS:

H. Resolution F16-B: Process, Criteria and Procedures for Minimum Qualifications and Equivalency Committee.

M/S (M. Adams, T. Hassell) Move to approve Resolution F16-B: Process, Criteria and Procedures for Minimum Qualifications and Equivalency Committee for a 1st Reading.

No discussion took place.

M/S/C (M. Adams, T. Hassell) Move to approve Resolution F16-B: Process, Criteria and Procedures for Minimum Qualifications and Equivalency Committee for a 1st Reading.

19 Ayes, 0 Opposed, 0 Abstentions

Moved up from VI. SENATE BUSINESS:

G. Motion to Revise Bylaws – Add At-Large Senator to Represent Distance Education

Curtis mentioned Academic Senate was approached by the DE Committee, and they would like to have a representative to represent the Distance Education Committee. It was discussed with the Exec Committee, and was not sure if it was appropriate. Given that almost 25% of courses are offered online it seemed reasonable to have a voice for such a large program. C. Martin went over the two options.

F. The Distance Education Committee will be represented by one Senator serving a two-year term or

F. One Senator will represent faculty who teach online as an at-large representative, serving a two-year term in both the Senate and on the Distance Education Committee. This Senator shall be elected by all Faculty members who teach online or hybrid courses.

Discussion ensued.

M/S (S. Circle, N. Bento) Move to approve the revision of the Bylaws for the 2nd F, One Senator will represent who teach online as an at-large representative, serving a two year term in both the Senate and on the Distance Education Committee. This Senator shall be elected by all Faculty members who teach online or hybrid courses for a 1st Reading.

Discussion continued, suggestions were made, motions were made and failed.

M/S/C (S. Circle, N. Bento) Move to approve the revision of the Bylaws for the 2nd F, One Senator will represent who teach online as an at-large representative, serving a two year term in both the Senate and on the Distance Education Committee. This Senator shall be elected by all Faculty members who teach online or hybrid courses for a 1st Reading.

18 Ayes, 1 Opposed (J. Howen), 0 Abstention

V. REPORTS: *Due to time constraints and the volume of work before the Senate, regular reports of the Accreditation Council, Legislative Analyst Report, Instruction Council, Facilities Council, Resource Allocation Council, College Council, Faculty Representative to the Board, Distance Education Committee, Students Services Council, Faculty Professional Development Coordinating Committee, and District Advisory Technology Committee will be provided electronically as an appendix to the minutes. Issues that arise from faculty participation in these committees need to be brought for disposition to the Academic Executive before the publication of the agenda.*

- a. ASMJC Senate – Joseph Suratt – No Report
- b. President’s Report – Curtis Martin – No Report
- c. Faculty Liaison to Accreditation Council – Nancy Sill

N. Sill introduced herself as the new Faculty Co-chair to Accreditation. She informed Academic Senate what her role will be as liaison and will attempt to get faculty as engaged as possible in reading the document. Brian Greene was part of the writing team before he left his position and had already written an introduction. On December 1, 2016, the first draft will be reviewed at a meeting.

The process is on-going and has been for a while. A change in Accreditation Standards in 2015 has taken place and referred to a link on the Presidents website. The tri-chairs are all in place and includes at least one faculty, a classified staff member and an administrator. The standards were broken down into templates and the templates were distributed to the various areas that had shared governance representation. Standard III was received and broken into sub-committees and evidence was found that supports the various areas. The process that took place was that they sat in groups in computer labs and links were inserted that supported the various components of the standards and the Writing Team wrote around those templates.

K. Alavezos went over the Accreditation poster that Curtis made up and requested that as representatives, go back to your division, look at the five year cycle and talk to those that have not assessed yet and ask them to follow the assessment cycle. The data needs to be in eLumen to show that progress is being made. To show that you are supporting student learning and achievement, assessment needs to be done.

After reviewing the standards, N. Sill said the standards are all about disaggregated data. The data is supposed to be driving all of our planning and resource planning. People need to get engaged and get the assessment done. After the drafts of the report comes out, please read it. N. Sill wants to take it out in small pieces to certain groups that have buy in, to get relevant feedback. After the first of the year she will have time to be able to meet with you.

d. Outcomes Assessment Report – Nita Gopal

N. Gopal gave a brief update of OAW report. The eLumen rosters are updated and they are making sure it is ready for input. There will be many data entry labs taking place for instructors. A campus-wide email will be sent regarding these labs and instructors can just drop into those labs and will be shown how to enter their information. A Canvas shell is open, so instructors can go into Canvas and walk themselves through. November 18, is the OAW meeting, and Nancy Sill and Kevin Alavezos are invited to the meeting. Nita is working on obtaining stipends for adjuncts to get their eLumen training. A booklet is being put together that will be passed out to faculty with the steps to take when faculty want to enter their information.

VI. SENATE BUSINESS

- A. Starfish Presentation – Martha Robles – already presented at the beginning of the meeting.
- B. Faculty Hiring Prioritization – Rob Stevenson – moved up in the agenda
- C. Program Review and Assessment Cycle – A Proposal – not covered

D. Nominations open for Secretary, Legislative Analyst, Parliamentarian

Nominations are now open for Secretary, Legislative Analyst and Parliamentarian beginning Fall 2017 and are due the first week of December.

E. Nominations for an At-Large Senator – one opening

Nominations are now open for At-Large Senator beginning Fall 2017 and are due the first week of December.

F. Achieving the Dream – not covered

F. Motion to Revise Rules – Add Minimum Qualifications and Equivalency Committee as Standing Committee of Academic Senate – moved up in the agenda

G. Motion to Revise Bylaws – Add At-Large Senator to Represent Distance Education - moved up in the

agenda

H. Resolution F16-B: Procedures for Minimum Qualifications and Equivalency Committee - moved up in the agenda

VII. INFORMATIONAL ITEMS

- a. Fall and spring assessments due by end of spring 2016 for courses scheduled in the cycle.

VIII. ITEMS FOR FUTURE AGENDAS: ; Defining plagiarism; Educational Master Plan; Curriculum Alignment between MJC and Columbia; Non-credit education; non-smoking campus; and Senate Bylaws and Rules Revision; Results Faculty Satisfaction Survey.

IX. ANNOUNCEMENTS – Next Senate meeting – December 1, 2016 – Library Basement, Room 55

X. OPEN COMMENTS FROM SENATORS

XI. ADJOURNMENT - Adjourned at 5:54 p.m.

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."