



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
February 2, 2017**

**Members Present:** Curtis Martin (President), Chad Redwing (Vice President), Steve Amador (Parliamentarian), Deborah Laffranchini (Legislative Analyst), Allan McKissick, Ashley Yu, Belen Robinson, Bob Droual, Elizabeth David, Elizabeth Hondoy, Ellen Dambrosio, Eric Ivory, Holly Nash Rule, Jennifer Macias, Jim Howen, Jim Stevens, Kerri Stephens, Kevin Alavezos, Mike Adams, Pamela Kopitzke, Theresa Stovall, Tristan Hassell

**Members Absent:** Andrew Kranzman, Hans Hauselmann, Kurt Olson, Lisa Riggs, Nathan Bento, Paul Berger, Shelley Circle (Secretary),

**Guests Present:** Brandi Snider, Jane Harmon, Jenni Abbott, Jill Stearns, Joseph Suratt (ASMJC – Senator of Tech. Education & Workforce Development), Michelle Christopherson (Faculty Liaison to the Board), Mike Smedshammer, Nancy Sill, Leslie Collins

Others Present: Kathy Haskin

Due to not yet having Quorum, C. Martin moved up IV. Public Comments in which YCCD Interim Chancellor Jane Harmon was present to visit.

Dr. Jane Harmon introduced herself and discussed her professional background and goals for the time that she will be here.

C. Martin welcomed Kerri Stephens, new representative from Political Science and President Jill Stearns who was to speak on an item in the Agenda and field questions if necessary.

**I. APPROVAL OF ORDER OF AGENDA ITEMS**

**No objections, the Order of Agenda Items were approved.**

**II. APPROVAL OF THE MINUTES (January 19, 2017)**

M. Christopherson made a couple of clarifications to her report of January 19, 2017 with a few word changes.

J. Suratt, ASMJC, clarified a couple of dates in his report of January 19, 2017.

**M/S/C (A. McKissick, H. Nash-Rule) Move to approve the minutes of January 19, 2017 as amended. No objections, the minutes of January 19, 2017 were approved as amended.**

**III. CONSENT AGENDA**

1. Board of Trustees Policies and Procedures: 3505, 3-8073, 3518, 3710, 3715, 3750, 3530, 3570, 3-8002, 3-8004, 3-8016, 3-8024, 3-8025, 3-8026, 3-8027, 3-8030, 3-8072, 3-8032, 3-8033, 3-8035, 3-8069, 3-8071, 2015, 3515, 4-8074, 5220, 6305

A. McKissick requested to pull policies 3505, 3518, 3710, 3715, 3750, 3530, 3515, 4-8074, and 5220, for possible discussion.

2. Appoint Adrienne Peek, Timothy Hobert, Annaliese Hausler-Akpovi and Robert Stevenson to the Hiring Committee for English Full Time Tenure Track.

3. Appoint Gabriele Steiner, Michael Akard, Ruth Luman, Sara Berger and Marcos Garcia to the Hiring Committee for ESL Full Time Tenure Track.
4. The California Guided Pathways Project - Application Submission

It was requested that a brief be given on the California Guided Pathways Project. C. Martin mentioned that President Stearns was present to address this issue.

President Stearns mentioned the work done so far at MJC in regards to Guided Pathways has been noticed and MJC has been asked to apply. 15 – 20 California Community Colleges will be chosen. There is no guarantee and if MJC is selected we are paying to participate and it is a big commitment. It is a three year commitment which entails six two-day convenes over the course of a year of which MJC would play a pivotal role in shaping what Pathways looks like.

Those colleges who have gone through the process are seeing, in terms of their students making their way through the institution, tremendous outcomes. It's big and it will be challenging and will require courageous conversations and really looking at the institution through a different lens.

Questions were asked and answered and a discussion took place.

5. How to Make MJC Graduation A Successful Experience Every Year: A Guide for Faculty

**No objections to the amended Consent Agenda, the Consent Agenda was approved.**

#### IV. PUBLIC COMMENTS

1. Visit from YCCD Interim Chancellor Jane Harmon. – Already took place, as was moved up to the beginning of the meeting.

#### V. REPORTS: *Due to time constraints and the volume of work before the Senate, regular reports of the 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. Associated Students Senate Report – Joseph Suratt – See report attached

E. Ivory also wanted to remind Senate that the 28<sup>th</sup> Annual African American Education Conference is taking place on Saturday, February 25, 2017 which is also an ASMJC sponsored event. The key note speakers will be Jerry Marshall, from the Umoja Community, Sacramento and Chris Chapman, of Oakland Unified School District/African American Achievement Program.

- b. Faculty Liaison to Accreditation Council – Nancy Sill

N. Sill mentioned that James Todd will be replacing Brenda Thames as the MJC Accreditation Liaison Officer (ALO) and will continue that role through the visit of the Accreditation Team.

N. Sill also mentioned more participation of tri-chair in the accreditation report process. She asked that everyone pick an area that is of interest to you, review it and make edits to that

section and send to her. Revisions are made to accreditation documents every Thursday by 5:00 pm.

C. Martin requested permission to hold a special meeting of Senate to review the draft of the accreditation report draft.

- c. Outcomes Assessment Workgroup Report – Nita Gopal, Chair OAW – see report attached

As Nita Gopal was unable to attend the meeting, C. Martin read Nita’s report. Over 93% of courses scheduled for fall 2016 have been assessed, and there are plans for training for PLO/ILO mapping. The SLO Handbook will be updated to incorporate more faculty questions and updated into eLumen.

- d. President’s Report – Curtis Martin

C. Martin mentioned that he met with Anne DeMartini, Leslie Beggs and Darin Gharat and the new board has a different approach on how the relationship should be with the rest of the institution. He is glad to see the trustees have a sense of openness. C. Martin believes we are seeing a new day and seeing a light.

## VI. SENATE BUSINESS

- A. Elections – Adjunct at-Large; Academic Senate Legislative Analyst

Announcements were sent out for the Executive positions. No one contested Shelley Circle as Secretary, or Steve Amador as Parliamentarian.

For the Adjunct at Large positions, there were two openings and three nominations. Hans Hauselmann is one of the nominations for Adjunct at Large and also has a nomination for Legislative Analyst. There is nothing in the Bylaws stating an Adjunct at Large cannot hold this position. Angela Pignotti has been notified to put a Survey Monkey Election together and will be sending out shortly.

Discussion ensued.

**There being no objections, Shelley Circle as Secretary, Steve Amador as Parliamentarian and Hans Hauselmann as Legislative Analyst were approved as the Academic Senate Executive for the fall 2017 – spring 2018 session.**

- B. Resolution S17-A: Establishment of Best Practices for Online Waitlist Enrollment, 1<sup>st</sup> Reading

M/S (H. Nash-Rule, K. Alavezos) Motion to approved Resolution S17-A: Establishment of Best Practices for Online Waitlist Enrollment, 1<sup>st</sup> Reading.

Leslie Collins from the Distance Education Committee gave a brief background giving the reason for a resolution recommending the elimination of the E-Add Card and follow what is on PiratesNet.

**M/S/C (H. Nash-Rule, K. Alavezos) Motion to approved Resolution S17-A: Establishment of Best Practices for Online Waitlist Enrollment, 1<sup>st</sup> Reading.**

21 Ayes, 0 Opposed, 0 Abstentions

- C. Review: Draft of Accreditation Report: Standard II.A.1-3 and Standard II.1-3: Rubric for Evaluation; Standard IV

Comments were made about Standard IV. Additional comments were again made about having a special meeting to go over Standards II and IV.

- D. Review: Draft of Educational Master Plan

Questions were asked and answered by Jenni Abbott. J. Abbott will send any feedback that has been received before the Senate meeting on March 2, 2017 for a 2<sup>nd</sup> Reading.

**M/S/C (K. Alavezos, H. Nash-Rule) Motion to approve the Draft of Educational Master Plan as a 1<sup>st</sup> Reading.**

21 Ayes, 0 Opposed, 0 Abstentions

Continuation of Consent Agenda – 1. Board of Trustees Policies and Procedures

Allan McKissick went over the issues with the Policies pulled. Policies pulled are to be held for further discussion at the Policies and Procedures Committee Meeting and additional Senate discussion. Policies pulled are: 3505, 3518, 3710, 3715, 3750, 3530, 3515, 4-8074, and 5220, all others are good to be approved.

**VII. INFORMATIONAL ITEMS – No informational items**

ITEMS FOR FUTURE AGENDAS: Defining plagiarism; Use of Pre-Packaged Online Materials from Vendors; Program Discontinuance; Faculty Hiring Procedures; Program Review Pilot and Process; Engaging All Voices Review

**viii. ANNOUNCEMENTS – Next Senate meeting – February 16, 2017 – Library Basement, Room 55**

**ix. OPEN COMMENTS FROM SENATORS – no open comments from Senators**

**x. ADJOURNMENT 5:43 pm**

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Modesto Junior College Academic Senate will record the votes of all 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.*

ASMJC Senate Report

Student Representative: Joseph Suratt

Date: 02-02-17

ASMJC is continuing its FLOW program with Subway on Feb. 8<sup>th</sup> and McDonalds on Feb. 15<sup>th</sup>. Food will be served while supplies last in the east campus qua starting at 11:00 am to all student who can provide a student ID with a spring 2017 benefits sticker. Students who wish to get a FLOW schedule can find them posted around campus or pick one up in the student activities center. As many of you may know, Feb. 4<sup>th</sup> at 7:00 pm Modesto Junior College will host the annual Martin Luther King Commemoration featuring Andrew Young. It will be held on the East campus in the Performing Arts and Media Center. ASMJC will be hosting a Town Hall on Feb. 16<sup>th</sup> at 3:00 pm in Forum 102. The purpose of the event is to invite the general student body to get to know their student representatives and allow them to voice their concerns about student issues.

ASMJC members have posed the question as to whether students could be involved in the EMP workgroups. Since the EM is directed towards helping students, it makes sense that students be involved in the process of creating it.

## How to Make MJC Graduation a Successful Experience Every Year

The April 2016 MJC Commencement had excellent attendance; 125 faculty marched in. And we had a lot of fun! We talked about graduation throughout the year, secured some loaner regalia, and encouraged each other to attend. **And it worked.** Let's do that every year. Having a set process that we can depend on is a way to keep the momentum going. The attached document is my recommendation for a process. It is entitled "How to Make MJC Graduation a Successful Experience Every Year: A Guide for Faculty."

One thing to note is that we now have lots of loaner regalia. Last year after all the donations from retirees, we had 43 gowns, 7 hoods, and 50 caps. People also generously donated \$1,739 for the graduation project last spring, and I am currently ordering more caps and gowns with that money.

The document should be kept on the electronic desktops of the following people: MJC Academic President, MJC Academic Senate Secretary, YFA President, and YFA Secretary. A lot of the duties in my suggested process fall on the YFA Secretary and MJC Academic Senate Secretary. It is hoped that they can work together whenever possible and share the responsibilities. We thank them in advance for their help in this (and in so many other areas!).

## How to Make MJC Graduation a Successful Experience Every Year: A Guide for Faculty

“We go to graduation for our students,  
and for each other, and for ourselves.”

Attendance at MJC Commencement is not only a professional responsibility and an opportunity to support students, but it is a powerful way to build esprit d’corps. Here is a list of things we need to do to make graduation successful every year.

### 1. **Encourage Faculty Attendance.** “If everybody went to graduation, everybody would go.”

a. In March, the Academic Senate President should send out a graduation announcement and a brief, positive message reminding faculty of the commencement date, telling them that regalia is available, and encouraging them to make plans to attend. Students appreciate seeing not only their individual teachers but whole lines of faculty, dressed in their colorful regalia. All faculty—full-time and adjunct—are welcome to attend commencement. (See Template 1 for information to include.)

b. From that point, faculty need to encourage each other to attend. If we have decided to participate, we need to bring our friends. We need to tell others that we are attending. Graduation is actually kind of exhilarating, and the students are always so pleased and excited to see their instructors. It is fun to hear the band and to march in. We need to make graduation an event. Actually, it is an event: one in which we can be proud of watching our students succeed and be happy looking forward to summer break! The energy of faculty is the most important part of making this work.

c. The Academic Senate President also needs to appoint two Faculty Marshalls and give their names to the Chair of the Commencement Committee.

### 2. **Loan Out Regalia**

Lots of loaner caps and gowns are now available to faculty. Here is the process that should be followed for checking them out.

a. One month before commencement, the YFA Secretary should contact the MJC Costume Specialist in the Arts and Humanities Division to arrange for the rolling rack of regalia to be delivered to the Faculty Lounge two weeks before graduation. The YFA Secretary will then send out a memo to all faculty explaining the dates and times that regalia will be available during the last two weeks of the semester. The following information might be useful to include in that memo:

1.) In order to participate in Commencement, faculty need to be wearing academic regalia, which includes a Master’s gown and cap; a hood is, of course, a lovely, personal touch, but it is not required. Caps and gowns will be available for faculty to check out from rolling racks on a first come, first served basis in the Faculty Lounge. The gowns are clean but may need pressing. The caps do not include tassels; if a tassel is needed, contact the bookstore. The gowns should be dry cleaned after wearing and the regalia returned to the Faculty Lounge rolling racks during the week after graduation.

b. YFA Secretary will form a simple checkout sheet (name and phone number) for the regalia and run off instructions for return of regalia. (See Template 2)

### **3. RSVP**

In order for the correct number of faculty chairs to be set up, it is important that faculty **RSVP**. The Chair of the Commencement Committee will email all faculty in April, reminding them of the Commencement date and asking them to RSVP by email or phone. If faculty need any special accommodations, they can be arranged at that time.

### **4. Send Out Reminders**

During the last 3 weeks of the semester, the Senate Secretary should send out repeated reminder announcements of the time and date of commencement and the need to RSVP.

### **5. Arrive Before Commencement Begins**

a. The ceremony begins at 6:00 pm and usually lasts about 90 minutes. Faculty meet in the Student Center on the East Campus and need to be there by **5:00 pm**

b. Refreshments provided by the MJC Foundation will be available in the Student Center before the ceremony begins. A mirror will also be available.

### **6 Line Up For Procession**

Faculty line up for marching according to their year of hire. **This is important.** It is traditional that we honor senior faculty by placing them at the front of the line. If faculty want to move to sit with certain colleagues, they may move backward in line. Floor markers by year will be available to help with lining up. Two Faculty Marshalls will be on hand to guide and help faculty and lead them in two lines into the stadium. Faculty form a tunnel and welcome students as they enter. Then faculty are seated in front of the students and facing the stage area. They do not sit facing the setting sun.

### **7. Attend Commencement Reception**

A reception for students, family and friends is held in the Student Center after Commencement has ended, and faculty are welcome and encouraged to attend. This is often a time that students enjoy introducing their professors to their family members and taking photos. Refreshments will be served.

### **8. Return Regalia**

The gowns should be dry cleaned and everything returned to the Faculty Lounge rolling racks during the week after graduation when the Faculty Lounge will be open. The YFA Secretary will be responsible for looking at the checkout list and making any necessary phone calls if regalia is not returned and then call the MJC Costume Specialist to arrange for pickup of the rolling racks.

**Template 1:** Here is information the Senate President can use in sending faculty an invitation to commencement.

Faculty Participation in MJC Commencement: What You Need to Know

Graduation is an important event for our students, and one of the most exciting parts for those students is when they see not only their individual teachers but whole lines of faculty, dressed in

their colorful regalia, marching in to support and proudly clap for the graduates. All faculty—full-time and adjunct—are encouraged to attend. Here are some things for you to know about participating.

1. In order to participate, you need to be wearing academic regalia, which includes a Master's gown and cap; a hood is, of course, a lovely, personal touch, but it is not required. There are around caps and gowns available to be loaned out to faculty. They will be available for faculty to check out from rolling racks on a first come, first served basis in the Faculty Lounge from . The gowns are clean but may need pressing. The caps do not include tassels; if you need a tassel, contact the bookstore. The gowns should be dry cleaned after wearing and the regalia returned to the Faculty Lounge rolling racks during the week after graduation:
2. MJC Commencement this year is on . In order for the correct number of chairs to be set up, it is important that you **RSVP** by emailing the Chair of the Commencement Committee or calling the Campus Life Office at x6704. If any special accommodations are needed, you can arrange them at that time.
3. The ceremony begins at 6:00 pm and usually lasts about 90 minutes. Faculty meet in the Student Center on the East Campus and need to be there by **5:00 pm**.
4. Refreshments provided by the MJC Foundation will be available in the Student Center before the ceremony begins. A mirror will also be available.
5. Faculty line up for marching according to their year of hire. **This is important.** It is traditional that we honor senior faculty by placing them at the front of the line. If faculty want to move to sit with certain colleagues, they may move backward in line. Floor markers by year will be available to help with lining up. Two Faculty Marshalls will be on hand to guide and help faculty and lead them in two lines into the stadium. Faculty form a tunnel and welcome students as they enter. Then faculty are seated in front of the students and facing the stage area. They do not sit facing the setting sun.
6. A Commencement Reception for students, family and friends is held in the Student Center after Commencement has ended, and faculty are welcome and encouraged to attend. This is often a time that students enjoy introducing their professors to their family members and taking photos. Refreshments will be served.

**Template 2:** Here is a template the YFA Secretary can use to run off instructions for faculty on returning regalia. A stack of these can be left near the sign out clipboard.

To Faculty Using a Loaner Cap and Gown:

1. First, thank you so much for participating in Commencement this year!
2. The gown you are borrowing is clean, but it may need pressing.

3. The available caps do not include tassels; if a tassel is needed, contact the MJC bookstore.
4. The gowns should be dry cleaned and everything returned to the Faculty Lounge rolling racks during the week after graduation, \_\_\_\_\_, when the Faculty Lounge will be open. Cross your name off after you have returned the regalia. And then have a great summer.

If you have any questions or concerns, you can talk to YFA Secretary, whose office is near the Faculty Lounge, 209-575-6699.

- Review of the hiring process and Hiring Prioritization Process (HPP) document
  - Work group was formed to review and make recommendations for changes
    - Mike Sundquist
    - Martha Robles
    - Jillian Daly
    - Mike Adams
    - Rob Stevenson
    - Debbie Laffranchini
  - Work group met 1/25/17 and 2/1/17
- Enrollment Management Data was discussed
- Next meeting: 2/7/17

**AB 19 (Santiago D) Community colleges: enrollment fee waiver (Referred to Com. On Higher Ed)**

This bill would lower the amount of unmet financial need a student needs to demonstrate to qualify for a fee waiver to at least \$1. To the extent the bill would impose new duties on community college districts, it would constitute a state-mandated local program.

**AB 20 (Kalra D) Public employee retirement systems: divestment: Dakota Access Pipeline (Referred to Com. On P.O., R., & S.S.)**

This bill would prohibit the boards of administration of the Public Employees' Retirement system and the State Teachers' Retirement System, on and after January 1, 2018, from making additional investments or renewing investments in a company constructing, or fund the construction of, the Dakota Access Pipeline, as defined. This bill would require the boards, on or before July 1, 2018, to liquidate their investments in a company constructing, or funding the construction of, the Dakota Access Pipeline.

**AB 21 (Kalra D) Public postsecondary education: Access to High Education for Every Student (Referred to Coms. On Higher Ed and Jud)**

This bill would express findings and declarations of the Legislature relating to the possible impacts on public postsecondary educational institutions in this state of changes in federal immigration policies and enforcement.

**AB 95 (Jones-Sawyer) Public postsecondary education: California State University: Baccalaureate Degree Pilot Program (Referred to Com. On Higher Ed)**

This bill would require the Trustees of the CSU to establish a Baccalaureate Degree Pilot Program with the goal of creating a model articulation and coordination among K-12 schools, community colleges, and campuses of the CSU that would allow students to earn a baccalaureate degree for a cost not exceeding \$10,000, including cost of textbooks. The pilot program would include campuses of the CSU, community colleges districts, and county offices of education in up to 7 areas of the state for institutions requesting to be in the program.

**AB 172 (Chavez) Public postsecondary education: residency: dependents of armed forces members (Referred to Coms. On Higher Ed and V.A.)**

This bill would extend resident classification for designated dependent of transferred and retired members of the armed Forces of the US to those dependents who have been admitted to a public postsecondary institution before the transfer or retirement.

**AB 204 (Medina) Community colleges: waiver of enrollment fees (may be heard in committee Feb. 23)**

Along with other related provisions, the bill would require each community college district at least once every 3 years, to examine the impact of the specified minimum academic and

progress standards and determine whether those standards have had a disproportionate impact on a specific class of students, and if found, an equity plan must be written.

**To be Heard in Committee Feb. 26**

AB 214 (Weber) Postsecondary education: student hunger

AB217 (low) Postsecondary education: Office of Higher Ed Performance and Accountability

AB 227 (Mayes) CalWORKs: education incentives

OAW REPORT

February 1, 2017

By Nita Gopal

- The completion rate for fall 2016 is 93%
- There will be more training and data-entry sessions
- Training will begin in PLO & ILO mapping
- The SLO Handbook will be updated to incorporate more faculty questions
- Nita Gopal and OAW will begin discussing the creation of an Assessment “system” and bring it forth to Senate in the form of a recommendation

Resource Allocation Council

January 20, 2017

By Cece Hudelson

The following items were discussed

- 1) IELM funding --- members agreed to increase funding of instructional items to those ranked 7 in the Program Review Listing; a total of \$1.5m.
- 2) FTES update – MJC is down in FTES for Spring semester and the 2016-2017 academic year. Estimates of enrollment range from 250 to approximately 500 FTES down from meeting our 14,657 goal. Summer may be boosted to reach our FTES for the year.
- 3) PTOL – funding for PTOL has been identified as \$10.7m for 2017-2018.

## Student Services Council Report

January 27, 2017

By Michael Girardi

### Multiple Measures Assessment Project

A motion was made “to implement Multiple Measures Assessment Project using high school grade point average in following their algorithm for Fall 2017.”

60 community colleges are already using grade point average as a predictive instrument.

### Pathways

For Fall 2017, an Educational Portal with Online Educational Plans for MJC students will be available and also Early Alert which will flag the counselor.