



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
September 21, 2017**

**Members Present:** Curtis Martin (President), Steve Amador (Vice President/Parliamentarian), Shelley Circle (Secretary), Hans Hauselmann (Legislative Analyst), Aishah Saleh, Andrew Kranzman, Ashley Yu, Austin Adams, Barbara Salerno, Belen Robinson, Bob Droual, Deborah Laffranchini, Eric Ivory, Holly Nash-Rule, Jennifer Macias, Jim Howen, Kerri Stephens, Kevin Alavezos, Lisa Riggs, Mark Robertson, Noah Wilson, Roger Smith, Stella Beratlis, Theresa Stovall, Titiana Stovall, Tristan Hassell,

**Members Absent:** Allan McKissick, Alexis Zaragoza (ASMJC), Elizabeth Hondoy, Jim Stevens, Troy Gravatt

**Guests Present:** Al Smith, James Todd, Letitia Miller, Rob Stevenson

C. Martin welcomed Titiana Stovall as new Senator from Literature and Language Arts.

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

S. Amador requested that E. "Food for Thought: The ONE-O-ONES" under Senate Business be moved before D. "Student Success Discussion: Marketing MJC" under Senate Business.

**As there were no objections, the Order of Agenda Items were approved.**

**II. APPROVAL OF THE MINUTES ( September 7, 2017)**

**As there were no objections, the minutes of September 7, 2017 were approved.**

**III. CONSENT AGENDA**

1. Board of Trustees Policies and Procedures: 3505, 3518, 4-8067 (previously on hold for discussion), 4010, 4025, 4030, 4040, 4050, 4060, 4070, 4100, 4101, 4102

D. Laffranchini requested to pull permanently the following Policies and Procedures: 3505, 3518 and 4-8067. The others are to remain on the Consent Agenda.

2. Approval for Deborah Laffranchini to participate in the Vocational Education Research & Accountability Technical Advisory Committee (VERTAC).
3. Approval for Deborah Laffranchini for participation in the ASCCC Accreditation Committee.
4. ~~Appoint Deborah Laffranchini as Academic Senate representative on College Council.~~
5. Appoint Deborah Laffranchini to the Academic Senate Executive Board.
6. Appoint Deborah Laffranchini to the Policies and Procedures Committee.
7. Approve Linda Kropp, Patricia Wall and Shelley Akiona for the One-semester Temporary Accounting faculty selection committee.
8. Appoint Cece Hudelson as Co-Chair to the Enrollment Management Workgroup.
9. Appoint Iris Carroll as Co-Chair to the Literacy/Technology Workgroup
10. Appoint Bruce Anders, Nathan Bento and Daniel Schmidt to the EMP Acceleration Workgroup.
11. Appoint Joseph Akpovi, Steve Choi, Greg Hausmann, Cece Hudelson and Patricia Wall to the EMP CTE Workgroup.

12. Appoint Susan Cassidy, Nita Gopal, Mike Smedshammer, and Brent Wedge to the EMP Info Literacy/Technology Workgroup.
13. Appoint Dana Hanlon to the EMP Program Review Workgroup.
14. Appoint Rob Stevenson (as co-chair), Joseph Akpovi, Erin Herold, Kurt Olson and Chad Redwing to the EMP Guided Pathways: Curriculum Workgroup.
15. Appoint Vie Champa, Pam Crittenden, Joe Nomellini and Brent Wedge to the EMP Guided Pathways, Student Advising Workgroup.
16. Appoint Rob Stevenson to the EMP Enrollment Management Workgroup.
17. Appoint Joe Nomellini and Nita Gopal to the EMP Website Workgroup.

**As there were no objections, the Consent Agenda was approved.**

- IV. PUBLIC COMMENTS - comment from Holly Nash- Rule about accidentally cancelling the Senate 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 – Alexis Zaragoza  
Alexis Zaragoza mentioned events that have taken place which included MJC's 87th Birthday and FLOW (Free Lunch on Wednesday) has started up again. The 3<sup>rd</sup> Wednesday of the month FLOW is on west campus and the other Wednesdays are on East Campus. Coming up next week is Senate Heritage Week, and homecoming for football. Next month FLIP (Financial Assistance), a two day Library and Learning Awareness, Child Development Day, International Festival and a Halloween Event will also take place. Ethnic Heritage is unknown at the moment if it will take place due to some issues.
  - b. Outcomes Assessment Workgroup Report – Nita Gopal, Chair OAW  
  
No report
  - c. President's Report – Curtis Martin  
  
N. Gopal is stepping down at the end of the fall semester as OAW Chair/SLO Coordinator and C. Martin would like to have a resolution or congratulations acknowledging her accomplishments and hard work in some very hard conditions. It was suggested possibly having two people share the position and is a very important position to be filled.  
  
Due to Nancy Sill taking the Dean position of Business, Behavioral and Social Sciences, there is also an opening for the Faculty Accreditation Co-Chair, which is a required position for Accreditation. This position is an essential and fundamental position.  
  
There are vacancies in College Council (1 vacancy), Accreditation Council (2 vacancies), and Resource Allocation Council (1 vacancy). It is essential that there be faculty representatives on these councils as the voice of faculty.

C. Martin mentioned that during the spring semester, Academic Senate voted to support the California Community College Chancellor's "Statement of Values and Commitment to Undocumented Students". At the September 12, 2017 Board of Trustees meeting, Chancellor Henry Young read a statement of support of DACA, which C. Martin read aloud in Senate.

C. Martin mentioned that English has taken the lead in introducing accelerated courses. C. Martin and S. Circle explained what an accelerated course is and the differences between an accelerated course to that of a regular course. An example of an accelerated course was given and how it operated. An accelerated course would reduce the unit load of students. The goal for spring was a 10% increase, 8% was reached and still working to go higher. It increased twice the number of students that had the whole sequence.

Last semester MJC applied for the California Guided Pathways application which had no money attached to it even though now it has \$150 million available for the community colleges. Guided Pathways is part of a reform movement. C. Martin mentioned that he attended a Guided Pathways Institute last weekend as a faculty member with four administrators and it was the best institute he has attended in many years. Emphasis was on how to make a case for Guided Pathways. At the end of the conference it became obvious that two more faculty members needed to be included in the team. Administration pushed Guided Pathways Project to include two additional faculty and it was decided to include Rob Stevenson, as a co-chair of Guided Pathways and a faculty member from counseling.

A YFA meeting took place last week with well over 150 faculty in attendance. One thing mentioned by the YFA president was assessment. It is one thing that we decide not to take overloads as a way of showing our support, and the other is when we decide to do things that put the school and the institution at a potential risk with accreditation. Although ACCJC is no longer demanding that assessment be a part of a faculty evaluation, completion of assessment is still a requirement of accreditation.

Program Reviews were due last Friday, September 15, 2017, and to date 48 out of 57 instructional and student services program reviews have been received. The rest are expected soon.

## VI. SENATE BUSINESS

### A. Election of Faculty Liaison to the YCCD Board of Trustees

Nominations for Faculty Liaison to the YCCD Board of Trustees ended last Monday, September 18, 2017, and there was one candidate – Allan McKissick.

**Vote was taken by acclamation in favor of Allan McKissick as Faculty Liaison to the YCCD Board of Trustees.**

0 Opposed, 0 Abstentions

This position is elected not by the membership at large but by the representative bodies, the two Academic Senates and YFA. YFA voted yesterday for Allan McKissick, and with the MJC Academic Senate vote that means he has been elected, as all that is required is only two votes of the three bodies. Columbia College Academic Senate will not be meeting until October, but it is already done with two out of three votes.

A full time At-Large Senator position is now open. An email will be sent out at the end of the senate meeting announcing that nominations are now open.

B. Umoja – Al Smith

A. Smith presented a review of an Orientation for a new program called Umoja. This is kind of a Pathway from the state which is supported by the Chancellors Office.

The base of the program is a teaching and cultural practice; respect for individual students and their background which is brought to the table first and then moves on to the educational process. It is grounded in principles that go all the way back to West Africa thousands of years ago.

At MJC, the proportionate impact falls heaviest on African American males. Umoja in Kiswahili means “unit”. The Umoja students are reminded they are part of something bigger and all the traditions are grounded in West African values. The goal is to inform the students with the fun ethic of love and its vital power; it is not about pointing fingers or blaming but about where we go from here. We have to have a sense of love both for ourselves and love for those around us and being mutually supportive.

The Umoja program is a year-long community of a guided pathway that begins each fall and students must commit to a full year with a year of mentoring commitment following that.

As of 2016/2017 roughly half the community colleges have included Umoja programs, along with a couple of universities and 45 consortium members in about 20+ counties in California. Last year approximately 4,000 students were served and project approximately 10,000 this year. For the Scalable Program, the first cohort of students will begin in spring 2018.

For interested faculty, the first training for Umoja at MJC is October 27 and will be a 4–5 hour commitment for that initial orientation and training. A statewide Umoja Conference will take place on November 3 – 4, 2017.

C. Faculty Mentoring – Lisa Riggs

L. Riggs brought to the forefront faculty mentoring – not mentoring of students but faculty mentoring new faculty. There was a time the college acknowledged and gave some type of credit for those who were faculty mentors. It was a triplicate form, filled it out and tracked your time, and it was an acknowledgement that you were taking your time to help someone along. She wondered what the college has besides new faculty orientation to mentor the new faculty we have. With a lot of retirements and a lot of new faculty coming on board in the next few years and being able to help them and acclimate them to the college, to our policies and practices, their department sign up a mentor; they follow the new faculty member, meet with them and give them individual guidance. They do their own faculty orientation, with things that are specific to their program, have them meet with the course coordinator and they do things that are specific to the course. The ongoing follow up takes a lot of time. People who volunteer to do the mentoring are the same ones over and over again and are doing the mentoring on top of their professional responsibilities. L. Riggs is looking for ways to reward people who do mentoring.

Discussion took place as to what some of the divisions do. C. Martin mentioned one of the things with the reorganization of the workgroups is that there is support from the top to make the Professional Development Coordinating Committee (PDCC) carry more of the oomph instead of feeding the new faculty to the wolves attitude, survival of the fitness, which makes it difficult to incorporate yourself in a smooth way into the institution. There are easy things to do, from meeting all the new faculty once a month, or twice a semester, or having brown bag lunches. In terms of compensation, things can be done institutionally

that is not mentoring specifically. Regarding some kind of recognition for the ones that are doing mentoring possibly having the PDCC come up with something. C. Martin will bring back to the senate for further discussion.

E.. Moved up in the agenda – Food for Thought: The ONE-O-ONES – Letitia Miller

L. Miller explained the difference between **articulated** courses and **transferable** courses. L. Miller stated that understanding those differences could help faculty develop more robust curriculum to help students reach their educational goals sooner. The primary mission in California is to offer academic and vocational curriculum at the **lower division level** and offer curriculum **through but not beyond the second year of college**. The implied curricular mission is that students are prepared to transfer to a CSU, UC or to a California independent college by designing lower division courses that can be used in lieu of four year courses to satisfy requirements of the other segments. Articulation is the process and product in which courses and programs are formally **recognized as comparable** to educational experiences offered within another system.

The ASSIST program was introduced and can show how course credits earned at one California college or university can be applied when transferring to another. Soon the video will be available on how to use ASSIST.

L. Miller plans to go to divisions to do presentations on articulation and also wants to present this information to Administrators, Student Services and Instructional staff as there are many on campus that do not understand how Articulation works.

D. Student Success Discussion: Marketing MJC – Curtis Martin (**no discussion due to shortness of time**)

E. Food for Thought: The ONE-O-ONES: 1. What is a survey course? 2. What is the role of lower division courses and education in a student’s educational trajectory? (**was moved up in the agenda**)

F. Accreditation Visit Report and Q&A – VPSS Dr. James Todd

J. Todd handed out a list of the Accreditation Team. The team will arrive on October 1, and will be on campus on October 2 – 5, 2017.

They will operate out of CAT 262 for three days. They will be at the district office on Monday morning and has asked Teresa Scott to do a 15 minute presentation on District Allocation and Resources and processes for doing them. Following that they will be interviewing different people at the district, which may involve some Trustees as well. They will be given a tour of the West Campus so they can see what is going on there.

A schedule for the four days has not been finalized as yet. Jill Stearns has been asked to give a quick overview of what MJC does for integrated planning in general from the Executive team. They will ask to talk to people and will be asking for some items. They may wish to speak to several members of a council or committee if they have questions. The aim is to be honest, to discuss our processes, and to highlight what we are working on to improve the college experience for students

They will learn from us and may take ideas back to their campus. They want to hear what we are working on; and what we are proud of. This is the opportunity to shine and tell our story.

INFORMATIONAL ITEMS – No informational items

ITEMS FOR FUTURE AGENDAS: Defining Plagiarism; use of publisher canned online courses and educational quality; Student Success Discussion: The Moral Imperative; Does class size matter? Educational quality, faculty workload, and keeping the institution in the black; Discontinuance/Program Viability Procedures.

**VII. ADJOURNMENT – 5:47 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.*

**Report to Senate: Distance Education Advisory Committee, September 13, 2017**

From: Iris Carroll

DE Senate Representatives: Iris Carroll, Steve Miller, Vacancy, Vacancy

Date: September 15, 2017

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- Respondus is back for use at MJC. It will be available in computer labs.
- As we all know, the accreditation team will be visiting during the first week of October. The committee discussed the speed with which team members were added to online classes this week. If Mike had had any notification, he certainly would have notified faculty ahead of time. The team will be looking for proof of faculty – student contact that is initiated by the faculty. If they don't see that, the team may deem those courses correspondence courses which would have financial implications.
- The Online Education webpages have been updated for ease of use. Here is a link to the Online Faculty Resources page < <http://mjc.edu/instruction/online/facultyresources.php> >. You'll find both the Student Online Resources Page and the Faculty Online Resources Page linked on the Online Education page under Academics on the MJC website.
- We formed a subcommittee to review and update the Distance Education Plan 2018-2022.
- Mike delivered an equity presentation at the Online Teaching Conference this past summer. His report shows that MJC has effectively closed the gap between online and F2F classes and between white and Hispanic students. Much of this success is due to the College's commitment to use only trained faculty to teach online courses. We need to promote this continued practice.
- In Mike's College Council report, he shared that they discussed the flat enrollment at the College. The College is looking to online education as a potential area for growth. In order to maintain the success that our online program has experienced, we need to advocate that only trained instructors teach online courses.

## Report to Senate: Resource Allocation Council, September 1, 2017

From: Iris Carroll, Kevin Alavezos, and Cece Hudelson

Date: September 14, 2017

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- We did not have quorum so we could not approve minutes from several past meetings.
- We reviewed the College budget and FTEs Summary. The District as budgeted \$56,278,132.00 for the College. The College has 6491 projected FTEs but estimates indicate we will not hit that target. Because the College did not roll back summer FTEs, we started fall with about 1400 FTEs. The budget and FTEs summary handout should be posted on the RAC website shortly. We also learned that last year 26% of FTEs were generated from online classes, and that this is an area being noted as a potential for growth.
- We looked at the PTOL projection which is \$12,001,922.00 for 2017-2018.
- The Council discussed the allocation of IELM monies (Instructional Equipment and Library Materials). The College has not heard from District what, if any, IELM monies we will be allocated this year. Last year, we decided not to allocate the full amount at once but break it up into chunks with some (\$550,731.10) to be allocated this year. Some of the funds approved for allocation last year have not been spent yet. The deans in those programs will be contacted and given until September 29 to do so. If they have not gotten firm bids and encumbered those funds, they will go back into the pot for allocation. In the meantime, deans will be contacted and instructed to pull their current program review and begin the ranking process within their divisions. This process should be completed by mid-October, so that RAC can review and make allocation decisions before the end of fall semester.
- We reviewed the District budget allocation of \$56,278,132.00 and compared that to the tentative budget we proposed to College Council last year which was \$55,278,470.00.

### Instruction Council

September 19, 2017

Prepared by Debbie Laffranchini, AS Representative

- We reviewed the Faculty Hire Proposal Form to reflect updates in categories to include off-cycle announcement. Brief history will remain but will not be scored. Legally mandated or required will become a mere check box.
- Priorities for this year are: (1 and 3 of California Guided Pathways Project)
  - Academic excellence in teaching and learning (intentional, well-communicated pedagogy, curriculum, and pathways to careers and continuing education)
  - Student-focused education and support that leads to completion (extraordinary, holistic services)
- Prioritization will be based on the following considerations:
  - Basic Skills Sequence Completion
  - Transfer and CTE Completion
  - Productivity
- Dates for hiring process agreed upon

**Academic Senate Meeting:  
September 21, 2017**



Policy and Procedures Committee Meeting, Oakdale, CA  
September 20, 2017  
Reported by Debbie Laffranchini, Academic Senate Representative

**The following policies were discussed and changes were made to reflect discussions from constituencies (including MJC Academic Senate) and sent on to District Council:**

- 4010: College Calendars (academic calendars)
- 4025: Philosophy and Criteria for AS Degree and General Education
- 4030: Academic Freedom, discussion about just for faculty, changed language to reflect all District employees
- 4040: Library and Learning Support Services, California Legislative Information, Reader Privacy Act, information will only be released with a court order
- 4050: Articulation Agreements
- 4060: Delineation of Functions Agreements, Adult Noncredit Instruction
- 4070: Course Auditing and Auditing Fees, removed “previously taken with C or better”
- 4100: Graduation Requirement for Degrees and Certificates, changed 18 units to 12 units for certificates, used Program and Course Approval Handbook 6<sup>th</sup> Edition for reference
- 4102: CTE Programs, process for appointment of advisory committee members

**The following policy was discussed and held back:**

- 4101: Independent Study, hold, dialogue around “competent in major and enrolled in another class”

**The following policies were reviewed and discussed and will be on the consent agenda next AS meeting:**

- 4103: Work Experience
- 4106: Nursing (screening of students)
- 4110: Honorary Degrees, remove “must be former student”
- 4220: Standards of Scholarship, Chancellor directs each college to establish
- 4222: Remedial Coursework
- 4226: Multiple and Overlapping Enrollments
- 4300: Field Trips and Excursions
- 4400: Community Education, name change to Service Classes
- 4610: In Service Agreements

## Legislative Analyst Report MJC Academic Senate — September 21, 2017

Prepared by Hans Hauselmann

The following Senate and Assembly Bills were passed by their respective houses and enrolled. Unless otherwise noted, these bills were sent to the Governor.

### AB 637 (Medina) Community Colleges: Cross-Enrollment in Online Education.

- Cross-enrollment of community college students
- Programs part of Online Education Initiative Consortium
- Chancellor's office will provide an online methodology:
  - to allow eligible students to be informed of opportunities to access online courses
  - to enroll in those online courses
  - to provide consent to electronically transfer all relevant enrollment data to the teaching college.
- authorize a community college district whose students are participating in this program to accept the determination of a student's residency classification under certain conditions.

### AB 705 (Irwin) Matriculation: Assessment

- Use high school performance data when determining a student's readiness for college-level English and math
- Prohibits community colleges from requiring students to enroll in remedial coursework unless research demonstrates that the students are highly unlikely to succeed in college-level coursework

### AB 19 (Santiago) Community Colleges: California College Promise.

- Establish the California College Promise, to be administered by the Chancellor of the California Community Colleges, which shall distribute funding, upon appropriation by the Legislature, to each community college meeting prescribed requirements to be used to, among other things, accomplish specified policy goals and waive fees for one academic year for first-time students who are enrolled in 12 or more semester units or the equivalent at the college and complete and submit either a Free Application for Federal Student Aid or a California Dream Act application.

### AB 21 (Kalra) Public Postsecondary Education: Access to Higher Education for Every Student

- 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 214 (Weber) Postsecondary Education: Student Hunger

Chaptered: 7/24/2017

- Express the intent of the Legislature to enact legislation to reduce the incidence of hunger and homelessness among college students in California.

### AB 504 (Medina) Community Colleges: Student Success and Support Program Funding

- Require the student equity plan to include whether significant underrepresentation of any of categories of students is found to exist in terms of access and retention, degree and certificate completion, English as a Second Language and basic skills completion, and transfer
- Require the Chancellor of the California Community Colleges to establish a standard methodology, for measurement of student equity and disproportionate impact for disaggregated subgroups of the student population of the California Community Colleges, for use in the student equity plans of community college districts

### AB 1018 (Reyes) Community colleges: student equity plans.

- Add homeless, lesbian, gay, bisexual, and transgender students to the categories of students required to be addressed in the student equity plans
- Add any additional categories of students determined by the governing board of the community college.

**Continuing Resolution**

**ACR 32 (Medina) Community Colleges: Faculty.**

- Develop proposals for legislative consideration to address the longstanding challenges to achieving a specified goal of credit classroom instruction taught by full-time faculty and compensation equity for part-time faculty

The following are legislative hearings for the upcoming legislative year:

**Monday, October 2, 2017**

Assembly Committee Joint Hearing  
*Education; Select Committee on Career  
Technical Education and Building a 21st  
Century Workforce; Subcommittee No. 2 on  
Education Finance*  
O'DONNELL, BURKE, MCCARTHY, Chairs, 1  
p.m. to 3 p.m.  
Buena Park High School Performing Arts  
Center, 8833 Academy Drive, Buena Park  
INFORMATIONAL HEARING SUBJECT: The  
Future of Career Technical Education in  
California

**Monday, October 23, 2017**

Senate Committee Hearing  
*Education*  
ALLEN, Chair, 11 a.m. to 5 p.m.  
Ronald Reagan State Building, 300 South  
Spring Street, Los Angeles  
OVERSIGHT HEARING SUBJECT: Charter  
School Authorization and Oversight in  
California