



**ACADEMIC SENATE  
APPROVED MINUTES  
APRIL 7, 2011**

Senators Present: Mike Adams, Dan Alcantra, Bruce Anders, Paul Cripe, Ellen Dambrosio, Bob Droual, Catherine Greene, Jim Howen, Lee Kooler, Debbie Laffranchini, Allan McKissick, Eva Mo, Estella Nanez, Jeff Netto, Belen Robinson, Burt Shook, Travis Silvers, Brian Sinclair, Jim Stevens, Rob Stevenson, Teresa Stovall, Barbara Wells, Layla Yousif, John Zamora (substituting for Kevin Alavezos)

Senators Absent: Marlies Boyd, Jennifer Hamilton, Adrienne Peek, Sam Pierstorff, Lisa Riggs

I. APPROVAL OF ORDER OF AGENDA ITEMS

The agenda was approved without objection.

II. APPROVAL OF MINUTES

The minutes of the March 17, 2011 senate meeting were approved without objection.

III. CONSENT AGENDA

- A. Math Position Screening Committee faculty representatives—James Johnson, Ross McKenzie, Hardev Dhillon, and Janelle Gray
- B. Associate Dean of Specially Funded Programs Screening Committee faculty representatives Layla Yousif and Hector Duarte
- C. State Senate Plenary Resolutions-Tentative Votes
- D. Curriculum Committee Action Items

It was requested that Item III.A. Math Position Screening Committee Faculty Representatives and Item III.B. Associate Dean of Specially Funded Programs Screening Committee be removed from the Consent Agenda and added to the Action/Discussion Items portion of the agenda.

The Consent Agenda was approved as amended without objection.

IV. ACTION/DISCUSSION ITEMS

A. Continuing Business

Equivalency Process/Paperwork Adjustments—Key Changes

The senate continued discussion on several key changes to the Equivalency Policy and Procedures document and the Determination of Faculty Equivalency forms. Approved amendments are highlighted in the Equivalency Policy and Procedures document as follows (*only parts of the document where amendments were made are included*):

### ***“Discipline Prescreening Committee Procedures***

At MJC, prescreening of applications shall be done in accordance with the district hiring policy as jointly developed and agreed upon by the academic senate and the governing board (See Education Code 87358). Prescreening minimum qualifications or pre-established equivalence will be done by the discipline prescreening committee; this committee shall consist of three full-time faculty members within the discipline where equivalency is being sought. If there are not at least three full-time members of the discipline in question, the Academic Senate President may call on part-time faculty or faculty members from a related discipline to help in this task. ~~If the~~ The discipline prescreening committee agrees that a candidate should be considered for equivalency, they will forward the *Determination of Faculty Equivalency* form—with their decision and signatures—and the accompanying documentation of evidence regarding the candidate’s equivalency to the Academic Senate President who will meet with the Senate Equivalency Committee. The immediate administrator’s signature is also required before this form can be forwarded to the Academic Senate President. ~~The signature of the immediate administrator indicates notification and not approval or disapproval.~~ The discipline prescreening committee shall also send to the equivalency committee a separate statement for each criterion of equivalency claimed by the applicant.

### **Academic Senate Equivalency Committee Procedures**

All requests for equivalency that have been denied will have the opportunity to re-apply provided that areas of concern have been addressed. ~~It is expected that this Equivalency Policy and Procedures document will be updated and revised to reflect a clearer discussion of any appeals process.~~ If an applicant believes the equivalency process was not followed, they may ask the Academic Senate President to call the Academic Senate Equivalency Committee together to perform a process review. ~~Regardless, any~~ Any equivalency candidate who does not have a completed *Determination of Faculty Equivalency* form—with all of the required signatures—shall not be hired by the board to teach at the Yosemite Community College District.”

Revised Determination of Faculty Equivalency forms are attached to these minutes and incorporated by reference. (*See Attachment A: “Determination of Faculty Equivalency for Disciplines Requiring a Master’s Degree”*; and *Attachment B: “Determination of Faculty Equivalency Where a Master’s Degree is not Generally Expected or Available”*).

M/S/U (Rob Stevenson/Jeff Netto) to approve the key changes to the Equivalency Policy and Procedures document and parallel changes to the Determination of Faculty Equivalency forms for a final reading.

### **Equivalency Process/Paperwork Adjustments—Additional Changes**

The senate discussed several additional changes to the Equivalency Policy and Procedures document and the Determination of Faculty Equivalency forms.

M/S/F (Rob Stevenson/Ellen Dambrosio) to approve the additional changes to the Equivalency Policy and Procedures document and parallel changes to the Determination of Faculty Equivalency forms.

Student Success Advisory Committee

The senate proposed several amendments to the Student Success Advisory Committee membership final draft and approved the committee charge and amended membership for a first reading. The charge of the committee and amended membership read as follows:

“The purpose of the Student Success Advisory Committee is to address student success in a purposeful, coordinated manner, thus maximizing campus resources and identifying pathways for student success. The committee serves in an advisory capacity to the MJC President. It will generally convene monthly during the academic year.

The charge of the Student Success Advisory Committee is to:

1. Promote an environment that enhances students’ academic success, attainment of educational goals, and satisfaction with their educational experience at MJC.
2. Develop and promote a concerted student success and retention program utilizing collected data and drawing upon best practices, subject to approval by the Academic Senate.
3. Systematically review college-wide student placement and achievement data, e.g. ARCC and CCSSE data, establish benchmarks from these data and measure the college’s progress toward achieving them with the goal of improving student success.
4. Ensure that student success efforts are aligned with the college mission and reinforce the college’s strategic goals.
5. Facilitate shared governance on related issues designated in YCCD Board Policy 4103, between the Academic Senate and YCCD [*Note: the findings of this committee do not, in themselves, designate shared governance*].

Duties of the committee include:

1. Prepare reports delineating the college’s efforts to improve student success and achievement, such as the annual report on the ARCC data to the YCCD Board of Trustees, the ‘Self Assessment’ of the ARCC data submitted to the state, and the annual revisions to the Basic Skills Plan.
2. Facilitate information sharing and coordination among numerous student success projects and grants.
3. Ensure that students, faculty, and staff are informed of campus student success opportunities.
4. Identify interventions needed to improve student retention and success.

Committee membership:

Vice President of Instruction	DSPS Specialist/Counselor
Vice President of Student Services	Mathematics faculty member
College Resources & Planning representative	English, ESL, or Reading faculty member
Manager, Integrated Learning Centers (ILC)	At-Large faculty members (2)
Dean overseeing Mathematics	Admissions and Records Specialist
Dean overseeing English, ESL, and Reading	Student Services Counselor
Dean of Matriculation	EOP&S Counselor
Dean of Counseling	Student Representative
Associate Dean of Special Programs”	

M/S/C (Rob Stevenson/Debbie Laffranchini) to approve the charge and membership of the Student Success Advisory Committee as amended for a final reading.

B. Continuing Business

Resolution SP11-D: Planning and Budget to Assess Viability of Programs

The senate discussed Resolution SP11-D: Planning and Budget to Assess Viability of Programs and several amendments were suggested. The amended resolution reads as follows:

“Whereas: State budget realities suggest the possibility that further programmatic reductions may become necessary over the next few years, and

Whereas: The MJC Academic Senate remains committed to the principles of shared governance, as supported by YCCD Board Policy 4103, which requires that the Senate make every effort to achieve a good faith agreement with the YCCD Board of Trustees on a plan to deal with the fiscal challenges faced by our college, and

Whereas: The Academic Senate requires foundational information on MJC programs in order to make its own recommendations concerning programmatic reduction and/or elimination, and

Whereas: The Academic Senate believes it is vital that the faculty most directly involved with programs that may be considered for elimination be given opportunity for extensive involvement in the assessment of those programs, and official recognition of their contributions to that assessment, and

Therefore: Be it resolved, that the MJC Academic Senate directs the Planning and Budget Committee to immediately examine every remaining program based on criteria A through E under “Procedure for Identification of Programs with Questionable Viability” in the “MJC Program Viability Assessment Procedure” and to identify programs for assessment by September 30, 2011; and

Therefore: Be it further resolved, that the MJC Academic Senate directs the Planning and Budget Committee to facilitate and oversee the Assessment of Program Viability for all programs meeting any of the aforementioned criteria for Programs with Questionable Viability; and

Therefore: Be it further resolved, that the MJC Academic Senate directs the Planning and Budget Committee to facilitate and oversee the Assessment of Program Viability for all programs associated with faculty positions already proposed for elimination, in every case where affected faculty deem that desirable; and

Therefore: Be it finally resolved, that the MJC Academic Senate convene a task force to review the “MJC Program Viability Assessment: Revitalization, Reduction, and Discontinuance Procedures” and recommend revisions as needed in order to effectively use the Procedures in the event of needed programmatic reduction and/or elimination.”

M/S/U (Rob Stevenson/Lee Kooler) to approve Resolution SP11-D: Planning and Budget to Assess Viability of Programs as amended for a first reading.

## V. REPORTS

### President’s Report

President Mike Adams reviewed his report with the senate:

Special Senate Meeting-3/31/11: Quorum was not reached at this meeting, but those senators present held a productive review/study session on several accreditation standards:

IIA-Instructional Programs  
IIC-Library and Learning Support Services  
IIID-Financial Resources  
IVA-Decision-Making Roles and Processes  
IVB-Board and Administrative Organization

Several task forces were formed to continue review and editing of these standards. President Adams gave these task forces until Monday, April 18 to provide their report edits so that they could be incorporated into the agenda packet for the next regularly scheduled senate meeting on April 21, 2011.

Subpoena: The Senate Office has been collecting documentation necessary to respond to a subpoena received from the YFA attorney. The first hearing is scheduled for Tuesday, April 12 in the YCCD Board Room.

State Senate Plenary: Mike Adams, Adrienne Peek, Rob Stevenson, and Jennifer Hamilton are attending the Academic Senate for California Community Colleges Spring Plenary Session at the SFO Westin Hotel from Wednesday, April 13 through Saturday, April 16. President Adams will be serving as the MJC faculty representative to that conference and will be voting on the college's behalf on a number of resolutions brought forward by the academic senate leadership throughout California. President Adams has prepared a spreadsheet including the resolution number and title, a summary of the resolution language, his proposed vote for or against each resolution, and a rationale for that vote. Senators are encouraged to review this information and to provide input and ideas to Mike before the end of the day on Tuesday, April 12.

Summer senate meetings: Several issues are likely to develop/progress over the summer that will require input from the Academic Senate. The final accreditation self-study report will be completed after the end of the semester, and the YCCD Board of Trustees' final action on the faculty layoffs will occur at their May 11, 2011 meeting. In order to accommodate the potential need for meetings, two dates have been tentatively set aside each month during the summer months: May 5 and 19, June 2 and 16, July 7 and 21, and August 4 and 18. If called, any such meetings will be held in the East Campus Faculty Lounge from 3:00 to 4:30 p.m. Please put these meeting dates on your calendar and, if you know you will not be available, make every effort to find a colleague who can substitute for you. It is critical that the senate have a quorum present at every meeting over the summer months so that the senate may take appropriate action.

## VI. ADJOURNMENT

The meeting was adjourned at 5:30 p.m.



# Attachment A

## YOSEMITE COMMUNITY COLLEGE DISTRICT DETERMINATION OF FACULTY EQUIVALENCY FOR DISCIPLINES REQUIRING A MASTER'S DEGREE

(Note: No candidate should be interviewed until this ENTIRE form is completed.)

**To:** Vice Chancellor of Human Resources Equivalency Applicant \_\_\_\_\_  
**From:** Academic Senate Equivalency Committee Discipline \_\_\_\_\_  
College \_\_\_\_\_

In accordance with the document *Equivalency Policy and Procedures*, candidates seeking equivalency in a discipline that requires a Master's Degree **MUST** have "possession of **AT LEAST** the equivalent in level of achievement and breadth, depth of understanding, and rigor for each of the following as separate and distinct criteria:"

- A. The General Education required for that degree; **AND**
- B. Course work required for the degree major.

**OR**

"For the equivalent of required experience, possession of thorough and broad knowledge **FOR EACH** of the following as separate and distinct criteria:"

- C. Mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline; **AND**
- D. Extensive and diverse knowledge of the working environment of the vocation.

A candidate **MUST** present conclusive evidence in regard to **both A and B above OR both C and D above** to be considered to possess the equivalent of the experience or degree in question.

**Conclusive evidence shall AT LEAST include one of the following:**

1. A transcript showing that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the district;
2. Publications that show the applicant's command of the major in question, his or her general education, or his or her writing skill;
3. Other work products that show the applicant's command of the major or occupation in question;
4. Work experience verification.

The above listed candidate has provided the required conclusive evidence, which is attached with this equivalency form.

\_\_\_\_\_  
Immediate Administrator

Dated \_\_\_\_\_

**Faculty Signatures:**

Accepted Not Accepted  
**Equivalency Committee**  
(Two for Columbia College)

Accepted Not Accepted \*  
**Discipline Prescreening Committee**  
(Not Applicable for Columbia College)

\_\_\_\_\_  
Academic Senate President

\_\_\_\_\_  
Equivalency Committee Member

\_\_\_\_\_  
Prescreening Committee Member

Dated \_\_\_\_\_

\_\_\_\_\_  
Equivalency Committee Member

\_\_\_\_\_  
Prescreening Committee Member

\_\_\_\_\_  
Equivalency Committee Member

\_\_\_\_\_  
Prescreening Committee Member

Academic Senate President will return original to Human Resources and inform the applicant. HR will forward copies to:  
Personnel File Student Services OR Instruction Office  
Immediate Administrator Academic Senate Office

\*The Discipline Prescreening Committee must attach a separate statement for each criterion of equivalency claimed by the applicant and clearly outline any areas of concern that must be addressed before the applicant may re-apply.



