



**ACADEMIC SENATE  
APPROVED MINUTES  
JUNE 16, 2011**

Senators Present: Mike Adams, Kevin Alavezos, Bruce Anders, Ellen Dambrosio, Catherine Greene, Jennifer Hamilton, Lee Kooler, Allan McKissick, Eva Mo, Jeff Netto, Sam Pierstorff, Dorothy Scully, Burt Shook, Jim Stevens, Rob Stevenson, Theresa Stovall, Layla Yousif

Senators Absent: Marlies Boyd, Paul Cripe, Bob Droual, Jim Howen, Debbie Laffranchini, Estella Nanez, Adrienne Peek, Lisa Riggs, Belen Robinson, Travis Silvers, Barbara Wells

Guests Present: David Boley (substituting for Dan Alcantra), Michelle Christopherson, Doug Dyrssen (ASMJC President), James Varble (ASMJC), John Zamora (substituting for Brian Sinclair)

I. APPROVAL OF ORDER OF AGENDA ITEMS

The agenda was approved without objection.

II. APPROVAL OF MINUTES

The minutes of the April 21, 2011 and May 19, 2011 senate meetings were approved without objection.

III. CONSENT AGENDA

- A. CTE Dean Screening Committee faculty representatives: Nancy Backlund, Adrienne Peek, Jeff Beebe, and Gerald Wray
- B. VP of Administrative Services Screening Committee faculty representatives: Nancy Sill and Cece Hudelson-Putnam
- C. VP of Student Services Screening Committee faculty representatives: Alida Garcia, Donna Louie, Rob Stevenson

It was requested that Item III.C., VP of Student Services Screening Committee, be pulled from the Consent Agenda and added to the Action/Discussion Items portion of the agenda as Item IV.A.1.

The Consent Agenda was approved as amended without objection.

IV. ACTION/DISCUSSION ITEMS

A. New Business

VP of Student Services Screening Committee

The senate discussed the process and timeline for the formation and operation of screening committees. Some of the discussion centered around what past practice has been with regard to establishing the membership of screening committees and the

processes that they have followed. There were questions regarding why it now seems as though screening committees are well into the recruitment and interview selection process even *before* the job description, announcement, and committee membership have been finalized and officially approved. This does not seem to follow past practice, and certainly does not follow best practice.

Senator Shook informed the senate that MJC counselors were not informed about the VP of Student Services Screening Committee being formed, nor were they invited to put forward names of counselors to be considered to serve on the search committee.

M/S/U (Burt Shook/Lee Kooler) to decline to approve the faculty representatives for the Vice President of Student Services Screening Committee pending clarification of administrative hiring procedures, especially senate and ASMJC roles.

Approve Senate President's Signature on MJC 2011 Accreditation Report

The senate reviewed and discussed the most recent draft of the 2011 MJC Accreditation Self-Study Report, specifically Standard IV.A. Senator McKissick, who chaired the senate task force that worked on the language for this standard, brought the senate's attention to the differences in the Standard IV.A. language approved by the senate at their May 19, 2011 meeting and the most recent draft language in the 2011 MJC Accreditation Self-Study Report.

Due to the discrepancies between the two documents and the need to have consensus on the final draft language, the senate passed the following motion with the caveat that all parties come together to work on the final draft language prior to the MJC Academic Senate President signing off:

M/S/C (Rob Stevenson/Teresa Stovall) not to authorize the MJC Academic Senate President Mike Adams to sign the 2011 MJC Accreditation Self-Study Report.

A meeting will be scheduled as soon as possible for all parties involved in the writing of the Self-Study Report to discuss a plan for working together on mutually agreeable language to be incorporated into the report. Recommendations that come out of this meeting will be brought back to the Academic Senate for review and approval on July 7, 2011.

## V. REPORTS

Legislative Analyst

At the state level:

The budget was delivered to the Governor, which he vetoed. The Governor is demanding either increases to state revenues or deeper cuts.

AB 515 – Public postsecondary education: community colleges extension program. If enacted, this legislation would establish the California Community Colleges Extension Pilot Program to permit the governing board of a community college district that meets specified requirements to establish and maintain an extension program offering credit courses. The bill would require an extension program to be self-supporting, but fees could not exceed the actual costs of the courses. The bill passed the State Assembly on June 2, 2011 and has already been delivered to the Senate.

### President's Report

Senate President Mike Adams submitted the following Summary of Senate Action for the 2010-11 Academic Year at the June 8, 2011 YCCD Board of Trustees meeting:

After holding 14 regular meetings and 3 special meetings this academic year, each lasting 1 hour and 45 minutes, the MJC Academic Senate has accomplished many different actions. Faculty discussed issues, communicated with their various areas, and devoted a considerable amount of time and effort outside the meetings in order to achieve this. Many of these accomplishments are detailed in resolutions. In no particular order, the highlights of the MJC Academic Senate actions for the academic year are as follows:

- Performed adjunct faculty orientation before the start of the Fall and Spring semesters. This is the second year that the Senate has been in charge of this orientation. We continue making changes every time we offer this orientation to keep things fresh and ensure that we continually improve. Attendance has continued to increase, even as the number of adjunct in the District declines. This is a sign that the adjunct professors find our orientation to be useful, or at least entertaining!
- Initiated and completed improvements to the Equivalency Procedure. For use as a step in the normal hiring process of a new faculty member, the Equivalency Procedure was working quite well. For the rare but recently important circumstance of use by an existing employee, the Procedure had some flaws which were addressed.
- Continued to update the membership of the main governance committees on campus, the Accreditation/Institutional Effectiveness Committee and the Planning and Budget Committee, to respond to staffing changes at the college and as these groups mature and develop their own understanding of their representation needs.
- Finalized the creation of the Human Research Protection Work Group. This type of group often goes by the title "Institutional Review Board", but it was decided that it should have a name that made its purpose more clear. The purpose of such a group is to protect the college from liability when students or staff are used as subjects in research such as psychological surveys or evaluations of experimental teaching techniques. The full implementation of the HRPWG is on hold due to recent changes in college staffing that impair the operation of the Work Group, and due to the possibility that the District itself may wish to create an umbrella group of a similar nature.

- Created a new and improved procedure to replace the old Program Discontinuance procedure. The new “Program Viability Procedure” allows for more possible outcomes than just discontinuance, such as reaffirmation of viability or a recommendation for revitalization via increased support. It also allows for quicker response time, potentially as short as one semester. It was unfortunate that the MJC administration did not choose to use this procedure during the recent budgetary crisis. It is possible that some conflicts and errors might have been prevented.
- Continued to hold joint Exec Board meetings with the Columbia College Academic Senate each semester. Good relations between the sister colleges’ Senates helped to
- minimize animosity between faculty at each institution during the recent crises. In difficult times the benefit of good communication and positive relationships becomes quite obvious.
- Ratified a new and improved method of prioritizing new hires at the college. This new method involves much more input from all constituent groups, has greater transparency at every stage of the process, and maintains full proper shared governance approval of the final results.
- Developed a new method for approval of grant applications. Grant application forms require the signature of the Academic Senate President, and while grants have the potential to be a great benefit to the college, they also present a risk of committing the college to unintended long term consequences. The MJC Academic Senate now uses a Grant Pre-Approval Work Group to evaluate grant applications for possible negative consequences so that the President’s signature can be supported with a more complete understanding of the implications. This will also allow for a quicker turn-around in obtaining the Senate President’s signature, since the previous method of approval required an agenda item at a Senate meeting before the signature could be properly provided.
- Held several special meetings to develop a response to the budget crisis. In addition to the time spent in those meetings themselves, the faculty and their elected leadership invested countless hours of effort attempting to steer the college away from what many of us believed to be unwise and unnecessary damage to the institution’s programs.
- Approved Resolution SP11-D which moves the Senate into a more proactive stance related to budget cuts. This resolution is intended to generate an analysis of programs at the college so that the Senate can be better prepared for possible future cuts. The response to this year’s budget cuts was reactive and late, and this resolution will help the senate to be “ahead of the curve” in the future should additional budget cuts be necessary.

## VI. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.