



**ACADEMIC SENATE
APPROVED MINUTES
MARCH 15, 2012**

Senators Present: Catherine Greene, Jennifer Hamilton, Jim Howen, Allan McKissick, Mike Morales, Adrienne Peek, Chad Redwing, Burt Shook, Jim Stevens, Rob Stevenson, Layla Yousif, John Zamora, Lee Kooler, Bob Droual, Steve Miller in place of Kevin Alavezos, Bruce Anders, Nancy Wonder/Substituting for Lisa Riggs, Dorothy Scully, David Boley, Theresa Stovall, Paul Cripe, Eva Mo, Estella Nanez, Brian Sinclair

Senators Absent: Ellen Dambrosio, Debbie Laffranchini, Mark Smith

Guests Present: Michael Guerra, Vice President of College Administrative Services, Dr. James Fay, Interim Vice President of Instruction

I. APPROVAL OF ORDER OF AGENDA ITEMS

The amended order of the agenda items was approved without objection.

P. Cripe requested the New Business information item B., Draft Distance Education Plan, be moved in front of item A.

M/S/C (Paul Cripe, Theresa Stovall)

II. APPROVAL OF MINUTES

The minutes of the March 1, 2012, Academic Senate meeting were approved without objection.

III. CONSENT AGENDA

1. Invite Dr. James Fay, Interim Vice President of Instruction to March 29 meeting for formal introduction and Q&A
2. Accept Recommendation from Distance Ed Task Force (attached)
3. President's signature on Special Report to ACCJC
4. MJC Academic Senate President-Elect—Nominations Open

The Consent Agenda items were approved without objection.

IV. GUESTS/PRESENTATIONS

- A. Michael Guerra, Vice President of College Administrative Services, gave the Senators a budget update. Mr. Guerra discussed the recent Budget Forums presented by Theresa Scott, Executive Vice Chancellor. The Budget Forum PowerPoint Presentation can be viewed at the following link:

http://www.yosemite.edu/fiscalservices/budget_files/Budget%202012-13%20Forums%20March%202012.pdf

Michael explained that the budget planning is well under way. Budget requests have been distributed to all of the reporting managers so that they can prioritize according to the matrix that is set up in Program Review. The items that they are focusing on are the items that are mandated and the items that are essential. As stated by Mr. Guerra, "This is so that we have a request and a catalog history of funding so that we can arrive at our budget mark and balance to the allocation distribution that we have." Mr. Guerra distributed a document to show and make persons aware of, how we compare this current year to previous years. Jennifer Hamilton asked Mr. Guerra "Where do I see the Administrators' salaries in this breakdown because there has been a lot of movement in Administration here in the last few weeks? I am curious of where reductions and those kinds of things are in this breakdown." Mr. Guerra replied, "It is a combination of the academic salaries and the classified salaries. There are certificated managers and classified managers. The budget is the budget as it was adopted. The budget that you see for 2012-2013 is capturing those vacant positions." A second document was distributed displaying Yosemite Community College District full-time equivalent students (FTES) target for 2012-2013. Eva Mo notified Mr. Guerra that within her division, it has been difficult to pull all of the information together. There is a state of frantic confusion from trying to pull parts of the division together. Eva sensed that there was not enough instruction on the process within divisions and confusion amongst members of her division was also evident. Mr. Guerra stated that he cannot speak to how individual divisions will go about doing the matrix. Michael stated that the issue is time because we have one month to submit a balanced budget.

The interim Vice President of Instruction, Dr. James Fay, included, "We do not have enough time to do it rationally. We would all like some more time for discussion on this issue but we live in an irrational universe. We have got to create some sort of flexible rules to impose some kind of rationality in this process. We are hopeful that we will be able to go back within the divisions, once the initial information is provided. Within the constraints of this bizarre universe, we are going to function as best we can and be as fair as we can."

Bruce Anders stated that the universal discomfort that he has come across recently is that of the perception of irreversibility of decisions for course sections. Bruce also asked “Those courses can be exchanged for other courses in a following semester. Things can be changed back as our demographics change, right?” Dr. Fay stated “Yes, we want to be responsive to demands. We want flexibility. You know the student needs better than any administrator does. You are dealing with students on a daily basis. Your input has to be the vital information that is coming up.” Allan McKissick asked “If there is a plan to have a discussion, since there could be a chance that the initial draft is going to be off target, this body would be a good place to get some feedback.” Dr. Fay agreed that feedback would be desirable. Michael Guerra stated that the Planning and Budget Committee will meet on March 30, 2012 to analyze and balance the budget. Mr. Guerra said that if a balanced budget is not accomplished on the target date of March 30th then they will be looking further with College Council, Planning and Budget and should there be an opportunity, the information will also be shared here with the Academic Senate. Jennifer Hamilton added that it is crucial for Academic Senate to be a part of the communication process with Administration over these positions. Adrienne Peek wanted persons to keep in mind that the cuts (to FTES) are deep on top of deep.

V. ACTION/DISCUSSION ITEMS

- A. The draft of the Distance Education Plan was discussed amongst the Senators. The document was distributed in a summary and as full text for members to review and analyze. Eva Mo, James Clarke and Michael Smedshammer were in attendance for any questions and/or concerns relating to the document. Eva Mo noted that the Distance Education Plan has been a document that we have been thinking about before but mostly came out from accreditation dings that we received recently. Items that are listed in this plan are items that we have to fix according to the accreditation recommendations. Eva also mentioned that James Clarke, who is the glue for this issue, is retiring. James Clarke noted that we do not have parallels in terms of services between online and on ground courses. The Association Commission for Community Colleges (ACCJC) has a Distance Education Guide that can be viewed at the following link:

http://www.accjc.org/wp-content/uploads/2011/09/Guide-to-Evaluating-DE-and-CE_June-2011.pdf

Groups that worked on this draft met over a period of several weeks and each session was at least three hours in length. Groups broke out into small groups but there was a wide representation across campus. James also noted that a grant application has been submitted to help off-set the costs for the short term. Without the approval of this plan, the grant may not be accepted.

Burt Shook asked, "After the grant runs out, then what will we do? Also, why have we not included a Counseling position?" Eva noted that if a Counseling position were to be added then a somewhat intensive requirement of online training must be adhered to by the counselors. Burt stated that his concern is that demands for online courses will increase and therefore the demand for counseling services will also increase. A discussion ensued regarding the issue of the increase of demands from Student Services and funding. Michael Smedshammer stated that a counseling representative, Kim Bailey did speak to this very issue in the group sessions. Michael said that Kim felt there is simply no way that the current counseling staff can take on extra responsibility with our current 1500 to 1 ratio, it is impossible to do that. Kim did say that if we were going to do this plan, we would need a counseling position. The conversation then turned to funding and it was pointed out that a counseling position would require an extra \$100,000 commitment. With the limitations of the budget, the Distance Education Group decided that the Distance Education program needed to be fixed first and not try to solve the counseling crisis at this time. Eva and James noted that these items were discussed and carefully analyzed. Burt noted that more discussion must take place before the plan is accepted. James Clarke stated that we are currently out of compliance and a DE plan is needed. The main thing to do right now is to have this Distance Education Plan in place first. Eva Mo noted that Jenni Abbott compiled the information given from the groups into this report and did an amazing job. The draft can be viewed at the following link:

<http://www.mjc.edu/current/student-services/waystolearn/deplan.pdf>

M/S/C (Allan McKissick, Burt Shook) To add an amendment stating that the Senate approves as a draft the Modesto Junior College Distance Education Plan and directs its delegates at College Council to discuss it further with other constituent groups.

M/S/C (Eva Mo, John Zamora) The Senate discussed and approved as a draft the Modesto Junior College Distance Education Plan and directs its delegates at College Council to discuss it further with other constituent groups.

VI. REPORTS

ASMJC

NO REPORT

College Council

NO REPORT

Professional Development

NO REPORT

Faculty Consultant to the Board/District Council

NO REPORT

Legislative Analyst

NO REPORT

Curriculum Committee

NO REPORT

IAC/AIE

NO REPORT

Planning and Budget Committee

NO REPORT

President's Report

Save the Date! Technical Assistance on Tuesday, April 10 – When I took office last July, one of the first suggestions I heard from members of the Senate Executive Board was to bring ASCCC Technical Assistance to MJC. I have been trying ever since then to make it happen, and finally, we have a date. We are in the process of developing a schedule and location; more details to follow as I know them.

Faculty Assessment Coordinator – The position of Faculty Assessment Coordinator will be unfilled as of the end of April. An announcement and job description will be available very soon, so watch for it if you are interested in assuming these duties.

Accreditation Update – The Board approved MJC's Special Report to ACCJC last night, and it was submitted via email shortly thereafter. The hard copy was mailed today.

President Search – The President Search Committee is currently reviewing applications and will meet on March 20 to select candidates to interview. Interviews will take place the week of April 9, and Candidate Forums will be scheduled during the week of April 23 (finals week).

On Course Workshop, May 8, 9, & 10, 2012 – Save the date for this fantastic, Senate-sponsored (in conjunction with Title V) professional development opportunity. The On Course Workshop is designed to provide instructors with dozens of active-learning activities that empower students in in any discipline, to become active, responsible, and successful learners. The 3-day workshop will take place from 8:30 – 4:30 in the Mary Stuart Rogers Student Center on West Campus. Space is limited, and participants are accepted on a first-come, first-served basis. If you haven't yet signed up, don't miss your opportunity to experience some of the very best professional development available!

VII. ADJOURNMENT

The meeting was adjourned at 5:35 p.m.