



**ACADEMIC SENATE
APPROVED MINUTES
MARCH 1, 2012**

Senators Present: Ellen Dambrosio, 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, Kevin Alavezos, Bruce Anders, Nancy Wonder/Substituting for Lisa Riggs, Dorothy Scully, David Boley, Theresa Stovall, Paul Cripe, Eva Mo

Senators Absent: Debbie Laffranchini, Estella Nanez, Mark Smith, Brian Sinclair

Guests Present: Dr. Mary E. Retterer, Modesto Junior College Interim President, Stephen Stroud, Faculty Consultant to the Board/District Council

I. APPROVAL OF ORDER OF AGENDA ITEMS

The order of the agenda items was approved without objection.

II. APPROVAL OF MINUTES

The minutes of the February 16, 2012 Academic Senate meeting were approved without objection.

III. CONSENT AGENDA

1. Appoint Bruce Anders and Heidi Meyer to serve on STEM Center Manager Search Committee
2. Invite Teresa Scott, Vice Chancellor of Fiscal Services, to present the budget situation to the Senate at her earliest convenience
3. Professional Development Committee Charter Change.

The Consent Agenda items were approved without objection.

IV. GUESTS/PRESENTATIONS

- A. Dr. Mary E. Retterer, Modesto Junior College Interim President, gave a formal introduction to the Academic Senate. Mary stated that the March 15, 2012 Special Report to the Accrediting Commission for Community and Junior Colleges (ACCJC) is the biggest thing on her mind right now. Mary also stated that as soon as the Special Report is put to bed, we need to immediately start on the October issue. We need to see what

action needs to be taken and how can we document it. What can we do to make sure that we are meeting the concerns? Dr. Retterer said that we will not know if we are off of probation until sometime around January 31, 2013. Another project that Mary discussed was the Participatory Decision Making Manual. Mary stated that we have a little time in the fall to keep discussing this. Mary's memo to the college on Monday, February 27, 2012 discussed the proposed budget. In the memo, Mary asks all disciplines, divisions and other support functions to prioritize operating costs and staffing in four levels. The levels are as follows:

1. The *absolute must-haves* for your mission to remain intact;
2. The *highly necessary* to remain comprehensive and high-quality;
3. The *should have*s to give your students or internal customers the best outcomes possible; and
4. The areas you *could do without* until funding improves again.

Mary elaborated on the categories described above. Dr. Retterer emphasized that when looking at the four levels; start off with the must have, critical courses and what you could give up if you had too. Mary stated, "It is time to take a strong introspective look at everything we are trying to do. This is why Program Review was created. Work this out yourselves and we will keep anything in the bottom line, if we can."

V. ACTION/DISCUSSION ITEMS

- A. The senate discussed and approved for a final reading Resolution SP12-B: Draft Organizational Flowchart for Shared Governance, Institutional Planning, and Resource Allocation which was proposed by the Senate Executive Board. The resolution reads as follows:

Whereas: Recommendation 6 of the Action Letter of February 2012 from the Accreditation Commission for Community and Junior Colleges (ACCJC) states, "...the college must assess the current governance structure, review and implement changes to strengthen its infrastructure, and evaluate it on a regular basis. The team recommends the college develop a comprehensive participatory governance handbook that clearly identifies roles and responsibilities of participatory governance committees and constituent roles in the participatory process;" and

Whereas: Recommendation 5 of the Action Letter of February 2012 from the Accreditation Commission for Community and Junior Colleges (ACCJC) states, "...the [visiting] team recommends the college strengthen and clarify the linkages and complete the cycle within the planning and budget process to ensure institutional effectiveness; engage in consistent systematic evaluation of the process; and codify, publish and adhere to

the process. In addition, the college must integrate student learning outcome assessment results into the planning and budget process and strengthen the integration of technology planning with integrated planning and resource allocations;" and

Whereas: Recommendations 5 and 6 of the October 2011 ACCJC Action Letter to MJC must be addressed in a Follow-Up Report due to the Commission on October 15, 2012; and

Whereas: YCCD District Policy 4103 cites "Institutional planning and budget development" and District and college governance structures" as mutually agree items between the Board of Trustees and the Academic Senate; and

Whereas: It is the responsibility of the MJC Academic Senate, the elected body representing the faculty in such matters, to negotiate and ratify such mutual agreements; and

Whereas: The MJC Academic Senate unanimously voted to ". . .direct the Senate Executive Board to lend all possible support to dialogue with the college president and other stakeholders to facilitate progress toward any appropriate modification of the Planning and Budget Committee and process. The ultimate goal is to facilitate effective strategic planning and budget processes," during the special meeting of December 8, 2011; and

Whereas: An initial step has been taken with creation of a draft of an organizational flowchart demonstrating communication and potential responsibilities for shared governance, institutional planning, and budget development at MJC through joint meetings of constituent groups including College Council, Planning and Budget Committee, Accreditation/ Institutional Effectiveness Committee, Associate Students of MJC, Academic Senate Executive Board, YFA Executive Board, CSEA, CSAC, and College Administrators; and

Whereas: The dialogue in the aforementioned joint meetings indicated that MJC needs good strategic planning to inform and direct budget allocation and to ensure institutional effectiveness; and

Whereas: The draft organization flowchart places the College Council as the central shared governance group regarding college issues and the planning and budget cycle. Strategic planning becomes part of the College Council's charge, and the Planning and Budget Committee becomes primarily an operational committee called the Resource Allocation Committee and is to be designated a college committee; and

- Whereas:** The draft organizational flowchart is the first step in the development of a participatory governance handbook, and the Academic Senate's 10 + 1 responsibilities need to be fully realized in the narrative of such a handbook, as well as in the charters of newly formed or reconstituted committees; and
- Whereas:** Any changes to institutional planning, budget development processes, and District and college governance structures that are reflected in the bylaws or rules of the Academic Senate, or reflected in mutual agreements between the Board of Trustees and Academic Senate, require ratification by the Academic Senate.
- Therefore:** Be it resolved that the MJC Academic Senate agrees that the draft organizational flowchart for shared governance, institutional planning, and budget development is a good first step for addressing the needs of MJC for clearly defined processes in shared governance, strategic planning, and resource allocation and for addressing Recommendations 5 and 6 of the February 2012 ACCJC Action Letter that placed MJC on Accreditation Probation; and
- Therefore:** Be it further resolved that the MJC Academic Senate directs its Senate Executive Board and appointed representatives to collegially engage in further discussions to reach agreement on new or revised Committee charters that clearly state the Academic Senate's role in "Academic and Professional" matters related to 10 + 1 items, as well as any language in the participatory governance handbook that deals with 10 + 1 items; and
- Therefore:** Be it further resolved that, in keeping with the Academic Senate's legal responsibilities under YCCD Board Policy 4103, new or revised committee charters and language in the participatory governance handbook dealing with 10 + 1 items be ratified by the Academic Senate prior to final adoption by the college; and
- Therefore:** Be it finally resolved that MJC Academic Senate ratification of the draft organizational flowchart is conditioned upon the new or revised committee charters including, clarifying, and supporting the Academic Senate's official role in participatory governance at MJC and upon the aforementioned agreement to and ratification of the language of the participatory governance handbook.

M/S/C (Robert Stevenson, Paul Cripe) to approve SP12-B: Draft Organizational Flowchart for Shared Governance, Institutional Planning, and Resource Allocation for a

final reading. The approval of this resolution is conditioned upon approval of the new and/or revised committee charters that are currently under development.

- B. The Senate discussed the document Model Language for Participatory Decision Making. The document reads as follows:

On Academic and Professional (10 & 1) issues, the Academic Senate and the MJC President are tasked with collegial consultation and good faith efforts to resolve any disagreement on positions to be presented to the YCCD Board of Trustees.

On those Academic and Professional issues on which the YCCD Board of Trustees has agreed to “rely primarily” on the recommendations of the Academic Senate, the MJC President will recommend Board action contrary to the Senate’s recommendation only for reasons the President deems compelling and exceptional, which will be explained and submitted in writing to the Academic Senate. If the Academic Senate and the President are unable to resolve the disagreement, the Senate and the President will inform the Board, in writing, of their respective positions.

On those Academic and Professional issues on which the YCCD Board of Trustees has agreed to “mutually agree” with the Academic Senate, the Senate and the MJC President will strive for consensus. If the President determines that legal liability or substantial fiscal hardship will be caused by following existing policy or other relevant previous agreements, and the MJC President and the Senate are unable to resolve the matter, the President and the Senate will inform the Board, in writing, of their respective positions.

On issues relating to the “mutually agree” issue of Institutional Planning and Budget Development, planning and budget proposals with significant implications for Academic and Professional matters will be submitted in a timely matter to both the Academic Senate and the MJC President for review. (These issues will include, but not be limited to, faculty hiring prioritization and program elimination occasioned by financial necessity.) If, after good faith effort, the President and the Senate are unable to reach consensus on planning and budget recommendations, they will make separate proposals to the Board.

In addition to the obligation of the Academic Senate and the MJC President to present their positions in writing to YCCD Board whenever they are unable to resolve disagreements on recommendations to the Board on Academic and Professional (10 &1) issues, the Senate and the President may also make oral presentations to the Board on those matters, and will be given reasonable accommodation in doing so.

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

District Budget – Chancellor Smith and Vice Chancellor Scott will be facilitating a campus Budget Forum next Wednesday, March 7, from 3:00 – 5:00 in Science 213. Please plan to attend. If you cannot attend at that time, you are welcome to attend a budget forum on Friday, March 9, from 3:00- 5:00 in Sierra Hall 132. Finally, there will be a budget forum at Columbia College on Tuesday, March 13, from 3:00 – 5:00.

Accreditation Update – MJC must submit a Special Report to ACCJC on March 15, 2012. Although there has been significant progress on the report, it is not yet finished. However, since it must be sent to the commission on the same day the Senate next

meets, I have attached a copy of the current draft for those who are interested in reading it.

President Search – The President Search Committee is working on finalizing interview questions and will begin reviewing applications next week. Interviews will take place the week of April 9, and Candidate Forums will be scheduled during the week of April 16 (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 pedagogical strategies for empowering students in their classes, regardless of 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 will be accepted on a first-come, first-served basis. Watch for your opportunity to sign up, which will be coming out shortly!

VII. ADJOURNMENT

The meeting was adjourned at 5:33 p.m.