



**ACADEMIC SENATE
APPROVED MINUTES
August 16, 2012**

Senators Present: Kevin Alavezos, Bob Droual David Boley, Paul Cripe, Ellen Dambrosio, Catherine Greene, Jennifer Hamilton, Allan McKissick, Curtis Martin (for Eva Mo), Mike Morales, Chad Redwing, Lisa Riggs, Burt Shook, Brian Sinclair, James Todd, Layla Yousif, John Zamora

Senators Absent: Bruce Anders, Jim Howen, Debbie Laffranchini, Estella Nanez, Adrienne Peek, Dorothy Scully, Mark Smith, Jim Stevens, Rob Stevenson, Theresa Stovall

Guests Present: James Varble, ASMJC, Brian Sanders, SME, 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.

Allan McKissick moved that New Business information item 4b.i, Professional Development Committee Recommendations, be moved in front of item 4a.i. Continuing Business.

M/S/C (Brian Sinclair, Jennifer Hamilton) to approve the motion to amend the order of the agenda items.

II. APPROVAL OF MINUTES

M/S/C (Jennifer Hamilton, Ellen Dambrosio) to approve the June 21, 2012 meeting minutes.

III. CONSENT AGENDA

- a. Invite Jill Stearns, President of Modesto Junior College, to a September 2012 meeting for formal introduction and Q&A.
- b. Appoint James Todd as Outcomes Assessment Coordinator (August 2012 through June 2014).
- c. Accept recommendations of Accreditation/Institutional Effectiveness (AIE) Committee on revised charter of the AIE Committee.
- d. Accept recommendations of Accreditation/Institutional Effectiveness and Assessment Workgroup on revised charter of Assessment Workgroup.
- e. Senate President's Signature on the State Discipline List Revision Form for Digital Media.

M/S/C (Brian Sinclair, Paul Cripe) to approve the Consent Agenda items without objection.



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IV. ACTION/DISCUSSION ITEMS

A. New Business

- i.** Allan McKissick discussed the Professional Development Committee recommendations with the Academic Senate. Allan said that the Professional Development Committee would like to recommend to the Senate that an Assessment Day be held August 24, 2012. The committee also recommends that the traditional Institute Day morning program be moved to Thursday, August 23, 2012 with a Strategic Planning event that will be held on the afternoon of August 23, 2012. Allan stated that the Professional Development Committee unanimously recommends that the Senate pass this proposal.

James Todd, Chair of the Outcomes Assessment Workgroup and Outcomes Assessment Coordinator announced the proposed agenda for Assessment Day and explained the importance of the event itself. James Todd said that the College needs to become proficient with assessment. James said that he had recently found that another college has had an annual one day college-wide event on assessment practices/policies to have dialogue and to close the loop (perform program improvements based on what they learn from their assessments). James had suggested an "Assessment Day" for MJC to the Outcomes Assessment Workgroup (OAW) and President Jill Stearns. A reservation was made for Assessment Day on Wednesday, August 22, 2012. James said that Jill Stearns liked the idea of holding Assessment Day on Friday, August 23, 2012 because it is important that faculty and classified attend to complete assessment on programs and administrative units. James said that Assessment Day will hopefully tell us the following:

1. *Find out what our Assessments are doing and learn from them.*
2. *How do we want to restructure our next assessment cycle? (Same process or simplify)*
3. *Do we have the proper Institution Learning Outcomes?*
4. *Take care of our assessments in one sitting.*
5. *Become proficient on Assessment Day.*

Curtis Martin asked if Assessment Day will just be one day held this year or will it be a continuing event? Allan said that his motion will ask for Assessment Day to be held this fall 2012 semester only but should be addressed in the future amongst constituents. Allan made the following motion:

The Professional Development Committee's recommendations are to hold Institute Day on the morning of Thursday, August 23, 2012 and to hold an Assessment Day, Friday, August 24, 2012, for this fall semester only.

M/S/U (Curtis Martin, Paul Cripe) to approve the motion.



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B. Continuing Business

- i.* John Zamora announced that the draft of the Participatory Decision-Making Handbook has been completed and is ready to go out to constituencies to start the vetting process. John strongly recommended that everyone take a close look at the draft. John Zamora said that a lot of effort was put into the document, and it was a collegial process.

Allan McKissick emphasized that the language in the document for the following items were passed by the Academic Senate:

1. The Senate's role.
2. The Senate's relationship to the District.
3. The Senate's description.

Allan reminded the Senate that the language and concepts that were passed by Senate have survived totally intact within the draft. Allan noted that College Council meets on Monday to review the draft.

- ii.* The Columbia College's changes to YCCD Equivalency Policy and Procedures document were discussed by the Academic Senate. Columbia College highlighted their changes made within the document on page 5 which reads as follows:

When there are no full-time faculty members available, the following process will be followed:

Initiation: *When the Academic Senate President is notified.*

Responsibility: *The Past President and President-Elect will proceed with the equivalency committee in consultation with one or more of the following individuals:*

- *Columbia College Emeritus faculty under pro-rata agreement in the discipline*
- *Columbia College full-time faculty in a related area*
- *Modesto Junior College full-time faculty in the discipline*

The entire document can be viewed at the following link:

http://www.mjc.edu/facultyinformation/acadsenate/equivalency_procedures_document_columbia_collegechanges.pdf

Curtis Martin moved that the Columbia College's changes to the YCCD Equivalency Policy and Procedures document be approved for a first reading.

M/S/C (Curtis Martin, Paul Cripe) to approve Columbia College's changes to the YCCD Equivalency Policy and Procedures document for a first reading.



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C. New Business (continued)

- ii.** Brian Sanders, Dean of Science, Mathematics and Engineering division, distributed the portrait and landscape versions of the Program Improvement Through Outcomes Assessment, Program Review, & Resource Allocation. Brian explained that Jill Stearns had asked him to create a picture for accreditation regarding outcomes assessment, resource allocation, program review and how everything ties together. Brian said that this diagram has been designed to reflect what has been approved in the Participatory Decision-Making Handbook.

John Zamora noted that the documents have been reviewed and discussed by the AIE Committee, Senate Executive Board and now are being brought to the Academic Senate for review and/or approval.

Brian announced that the document in poster form will be handed out to everyone on Assessment Day, August 24, 2012.

Allan suggested a few modifications to the landscape version of the document. Debi Bolter suggested that the words program elimination under the College Council section be changed to say suspend or discontinued. Allan McKissick advocated for the word suspension. Ellen Dambrosio noted several typos throughout the document that will need to be corrected. Ellen will submit the typos to Brian Sanders and Debi Bolter for correction.

M/S/C (Allan McKissick, Burt Shook) to amend the motion for approval and change the wording under College Council from program elimination to program suspension.

M/S/C (Allan McKissick, Brian Sinclair) to approve the landscape version of the Program Improvement Through Outcomes Assessment, Program Review and Resource Allocation poster, contingent on requested modifications.

Allan suggested that three bullets be added on the portrait version. Allan suggested the Academic Senate be added under the following three areas:

- Outcomes Assessment Section/Directed and Monitored By
- Program Review Section/Rankings Determined By
- Resource Allocation Section/Directed and Monitored By

Ellen Dambrosio noted that the acronym for the College Technology Committee (CTC) is spelled incorrectly.



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M/S/C (Ellen Dambrosio, Allan McKissick) to amend the motion to approve and correct the acronym typo listed for the College Technology Committee (CTC).

M/S/C (Allan McKissick, Burt Shook) to approve the portrait version of the Program Improvement Through Outcomes Assessment, Program Review, and Resource Allocation poster, contingent on requested modifications.

AYES: 14

NAYS: 2

ABSTENTIONS: 0

- iii.** Allan McKissick made the following motion regarding a recent memo sent about enrollment targets:

Consistent with Academic Senate purview over curriculum, degree and certificate requirements, education program development, student preparation and success, and institutional planning and budget development, any requirement for minimum enrollment in course sections should be approached with appropriate flexibility and shared governance.

Allan said that some faculty were very concerned with the memo sent. Dr. Fay said, "Every campus that I have worked at has always had a procedure to get rid of low enrollment courses. We have thousands of students on waitlists. One of the great tragedies of our budget restrictions is we are shutting the door on so many students. It certainly has to be our professional responsibility to try to serve as many students as we possibly can, given our limited resources. Cases like these have always been negotiated at every campus I have worked on. This is an effort to provide some transparency and consistency while still leaving lots of flexibility because college is so complicated that no one number would be rational. By having a number out there, we are trying to get some transparency."

M/S/C (Allan McKissick, Burt Shook) to approve the motion.

V. REPORTS

ASMJC

Resolution U12-1

Sponsor: Becca Gonzales-Clayton, Senator for Science, Mathematics, and Engineering

Second: James Varble, Vice President of the Inter-Club Council



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The Student Senate of Modesto Junior College enacts as follows:

Whereas the opening of the Science Community Center on West Campus presents Modesto Junior College with an opportunity to honor one of its most distinguished retirees,

Whereas the new Science Community Center possesses facilities specifically designed for the study of astronomy,

Whereas the ongoing contributions of Dr. William Luebke to the students, faculty, and community of Modesto Junior College as an educator, peer, and advisor are significant,

Whereas Dr. Luebke has passed on his passion for Astronomy and its related fields to countless students over the years,

Resolved that the Student Senate of Modesto Junior College petitions the administration of Modesto Junior College to name the observatory and planetarium facilities of the Science Community Center in honor of Dr. William Luebke.

Resolved that the Student Senate of Modesto Junior College collaborates with the Academic Senate, the Science, Mathematics, and Engineering division, and the community for support of the petition.

College Council

NO REPORT

Professional Development

NO REPORT

Faculty Consultant to the Board/District Council

NO REPORT

Legislative Analyst

SB 1550 2012 - 2013 Courses	Senator Roderick Wright	Oppose	Pilot Two-Tier Program for CTE
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AB 852 2012 - 2013 Rights	Assembly Member Paul Fong	Support	Part Time Faculty Reemployment
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AB 1501 2012 - 2013	Assembly Member John Perez	Support	Middle Class Scholarship Program
SB 1402 2012 - 2013	Senator Ted Lieu	Support	Reauthorization of Economic and Workforce Development Program
SB 1070 2012 - 2013	Senator Darrell Steinberg	Support	Career Technical Education Pathways Program
SB 1456 2012 - 2013	Senator Alan Lowenthal	Oppose	Unless Amended Student Success Act of 2012
AB 1741 2012 - 2013	Assembly Member Paul Fong	Support	California Student Success and Support Program Act

For summary of these bills, go to www.FACCC.org

Curriculum Committee

NO REPORT

IAC/AIE

NO REPORT

Planning and Budget Committee

NO REPORT

President's Report

NO REPORT

VI. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT

The meeting was adjourned at 5:17 p.m.