



**ACADEMIC SENATE
APPROVED MINUTES
September 6, 2012**

Senators Present: Kevin Alavezos, David Boley, Paul Cripe, Ellen Dambrosio, Bob Droual, Jim Howen, Debbie Laffranchini, Allan McKissick, Eva Mo, Lisa Riggs, Mike Morales, Estella Nanez, Adrienne Peek, Chad Redwing, Dorothy Scully, Burt Shook, Rob Stevenson, Theresa Stovall James Todd, John Zamora

Senators Absent: Catherine Greene, Jennifer Hamilton, Brian Sinclair, Mark Smith, Jim Stevens, Layla Yousif

Guests Present: Debi Bolter, BBSS/Accreditation Co-Chair, Jill Stearns, Modesto Junior College President, Susan Kinkaid, Vice President of Instruction

I. APPROVAL OF ORDER OF AGENDA ITEMS

The order of the agenda items was approved without objection.

M/S/C (Ellen Dambrosio, Estella Nanez) to approve the order of the agenda.

II. APPROVAL OF MINUTES

M/S/C (Rob Stevenson, James Todd) to approve the August 16, 2012 meeting minutes.

III. CONSENT AGENDA

- A. Invite Susan Kincade, MJC Vice President of Instruction, to a Senate meeting for formal introduction and Q&A
- B. Appoint Jason Wohlstadter as faculty member of Professional Development Committee

M/S/C (Rob Stevenson, Chad Redwing) to approve the Consent Agenda items without objection.

IV. GUEST SPEAKER/PRESIDENT JILL STEARNS

MJC President Jill Stearns was formally introduced to the Senate and participated in a Q&A session. During the Q&A session, President Stearns presented the Senate members with copies of a draft proposal she authored of the MJC Participatory Decision-Making Handbook. For Senate discussion or action to occur on the document, the document needs to be agendized.



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V. ACTION/DISCUSSION ITEMS

A. Continuing Business

1. Columbia College's Changes to YCCD Equivalency Policy and Procedures for a Second Reading:

The Senate discussed Columbia College's changes to YCCD Equivalency Policy and Procedures. Concerns were raised by Eva Mo. Eva said that according to these changes made by Columbia makes for a less stringent process for Columbia than what we currently have. Eva said that if there are ever any layoffs in the future, the process for Columbia will be different than what we currently have. Eva said that she thinks these changes could affect our programs here at Modesto Junior College. Eva was unsure about these changes and wanted more clarification on what exactly is being changed and how that change would affect Modesto Junior College faculty in any way.

Jim Howen noted that on page 3 of the document submitted to the Academic Senate by Columbia College, items A and B are correct but the Conclusive Evidence section below is incorrect. Jim stated that the Senate had passed wording previously that is not present on the document presented to the Senate by Columbia College Academic Senate.

Allan McKissick made the following motion:

To table the discussion on the Columbia College's changes to YCCD Equivalency Policy and Procedures, for a 2nd Reading until the next scheduled Academic Senate meeting and until we have a current, accurate and correct copy of the Equivalency Policy with any changes recommended by Columbia College clearly indicated on it in a consistent fashion.

M/S/U (Allan McKissick, Paul Cripe) to approve the motion.

Eva Mo made the following motion:

The Senate Executive Board is directed to bring clarity and provide an analysis on how the Columbia College proposed changes to the Equivalency Policy would affect the relationship between the Colleges in terms of FSAs, Equivalency and possible bumping in the future.

M/S/U (Eva Mo, Jim Howen) to approve the motion.



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2. Accreditation Progress:

Debi Bolter presented the following report to the Academic Senate:

There are six recommendations pending responses to ACCJC. Three of the recommendations below are cause for sanction (probation). Our responses must demonstrate that our actions meet the standards, or that our processes embody organizing principles that will meet the standards. The responses must be finalized in time to meet the October 10th Board of Trustees meeting, and are due to ACCJC by October 15th. At this point, there are still three responses that need more work done before MJC can demonstrate that we've adequately met the standards.

These six recommendation areas are:

- #1: Mission statement (probation-causing)
- #2: Outcomes assessment
- #5: College planning and resource allocation (probation-causing)
- #6: Participatory decision making
- #7: Distance education
- #8: Tracking faculty evaluations (probation-causing)

The responses to #7 and #8 are in near final form. The responses demonstrate that MJC meets the standards as outlined in the recommendations.

The response to #2 is in near final form. The last piece is to compile and integrate the results from the August 24th Assessment Day activities, including the 160 worksheets completed by faculty, staff, students and administrators. The results demonstrate that MJC has bridged from the developmental to proficient level in assessments.

The response to #1 is progressing but not yet complete. The mission statement is being finalized after two workshops in May and August dedicated to discussing MJC's student base, core values and goals. However, an additional piece of this response has yet to be accomplished, which is linked to the planning and decision making activities guided by the mission statement. MJC must assess the effectiveness of planning, decision making and resource allocation by each governance group involved in those activities on an annual basis. The groups (council / committee) involved have not yet been solidified. There also needs to be a system in place for each group to perform an annual assessment of effectiveness.

Response to #6 is on hold. A draft of the participatory decision making handbook has been distributed to the college community. However, the ACCJC briefing held on Aug. 29th contributed comments on the handbook, including the following: 1) that it needs to be



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rewritten; 2) that the internal governance process needs more work; 3) that the process isn't complete without explicit discussion about how recommendations flow and who bears responsibility in the process; 4) that the handbook cannot be a venue for issues and conflicts.

Response #5 is on hold. The budget and resource allocation are tied to planning, but the groups responsible for these areas haven't yet been solidified. The presenters commented that the inability of an institution to define a budgeting process may be symptom of a lack of organizing principles in the governance process.

VI. REPORTS

ASMJC

NO REPORT

College Council

1. Adapted from the College Council Minutes of 8-6-1012

President Stearns expressed a strong commitment to transparency. She met with the Web Master to discuss ways to make it easier to access online meeting minutes from various on-campus groups, which she believes would also be a valuable tool for a visiting Accreditation Team. She stated that College Council members' role should include insuring good communication two directions: reporting on what has happened to their constituents and bringing back input from constituents.

2. Excerpted from the College Council Minutes of 8-20-1012

Jill Stearns thanked those who are working on the [MJC Participatory Decision-Making] handbook, commending that it sets the tone for decision-making and is a giant step forward. Brenda Thames stated that what the document is not is a revamp as the work group started with a blank slate. The group made recommendations for changes and took a very collegial approach to develop a shared understanding of an opportunity to revitalize the handbook. Brenda added that there was very active participation within the group.

Below is a series of recommendations and findings from the workgroup for College Council:

- Increase the membership on the College Council to include a representative from all committees, constituency groups and councils and increase the Student Senate to two representatives.
- Limit any one individual's representation on College Council to two committee/council/constituency roles (and only 1 vote).



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- Explore the impact of an ombuds position/office and process to address unresolved concerns (draft outline of position and process developed separately).
- Adopt best practices for committee chairs and members.
- Adopt a standing College Council agenda item on participatory/shared governance; discuss and clarify unclear or inconsistent processes between handbook and practice. Make yearly recommendations for modification to participatory decision-making handbook.
- Post agendas and minutes of councils and committees in a centralized way (online) for ease of access.
- Clarify the roles of councils and committees; review these groups in light of the clarification: Facilities/CDFAC Committee, Classified Staff Advisory Council (CSAC), College Technology Committee (CTC), and College Management Council (CMC).
- Recommend that each governance body develop and implement an annual assessment process of their structure, charge and processes for continuous improvement.
- Clarify if Student Senate and Outcomes Assessment Workgroup fall under the Brown Act purview.
- Conduct an annual review of the Participatory Decision-Making Handbook and associated processes.

Allan McKissick informed members that it was agreed that there would be a graphic and flow chart for decisions and it was decided a narrative would describe the Senate's role. He pointed out that the previous handbook did not have a narrative and the agreement is it would be in the new one. Allan distributed the participatory decision-making at Modesto Junior College flow chart and a narrative on participatory decision-making on academic and professional issues at Modesto Junior College.

Professional Development

NO REPORT

Faculty Consultant to the Board/District Council

NO REPORT

Legislative Analyst

NO REPORT

Curriculum Committee



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NO REPORT

IAC/AIE

NO REPORT

Planning and Budget Committee

NO REPORT

President's Report

NO REPORT

VII. OPEN COMMENTS FROM THE PUBLIC

VIII. ADJOURNMENT

The meeting was adjourned at 5:25 p.m.