



**ACADEMIC SENATE
APPROVED MINUTES
SEPTEMBER 8, 2011**

Senators Present: Mike Adams, Kevin Alavezos, Bruce Anders, Paul Cripe, Ellen Dambrosio, Bob Droual, Catherine Greene, Jennifer Hamilton, Jim Howen, Lee Kooler, Allan McKissick, Eva Mo, Mike Morales, Estella Nanez, Adrienne Peek, Chad Redwing, Dorothy Scully, Burt Shook, Brian Sinclair, Jim Stevens, Rob Stevenson, Theresa Stovall, Layla Yousif, John Zamora

Senators Absent: Dan Alcantra, Debbie Laffranchini, Lisa Riggs

Guests Present: Larry Calderon (MJC Interim President), Doug Dyrssen (ASMJC President), John Griffin (ASMJC), Sam Pierstorff (Faculty Consultant to the Board), Karen Walters Dunlap (Vice President of Instruction)

I. INTRODUCTIONS

New senators, Mike Morales and Chad Redwing, were introduced and welcomed by the senate.

II. APPROVAL OF ORDER OF AGENDA ITEMS

The agenda was approved without objection.

III. APPROVAL OF MINUTES

The minutes of the July 7, 2011 senate meeting were approved as amended.

IV. ORIENTATION TO THE SENATE

Parliamentarian Rob Stevenson presented an overview of parliamentary procedure, basic motions, their classifications and order of precedence. Rob also reviewed the definition of a member of a legislative body as defined by California Government Code Section 54952.1 and Roberts Rules of Order, Newly Revised (10th ed., 2000) Section 45, which respectively state:

California Government Code Section 54952.1

“Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his/her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.”

Roberts Rules of Order, Newly Revised (10th ed., 2000) Section 45

“It is a fundamental principle of parliamentary law that the right to vote is limited to members of an organization who are actually present at the time the vote is taken in a

legal meeting...Exceptions to this rule must be expressly stated in the bylaws. Such possible exceptions include...(b) proxy voting.”

The senate went on to discuss how these definitions apply to the MJC Academic Senate, particularly with regard to the election/appointment of alternate senators by units and divisions. Alternate senators will attend senate meetings in the absence of their unit's elected senator and will have full rights of membership, including voting, when serving in this capacity. This applies to full-time and adjunct senate representatives. Some divisions have already designated alternate senators and those names will be included on the senate roster.

President-Elect John Zamora then presented an overview of the history of AB 1725 (1988 California Ed Code governance amendment) and the State Academic Senate as well as the powers, rights, and responsibilities of individual senators. He also reviewed the designations of academic and professional matters as defined in Title 5 through the Academic Senate “10 + 1” criteria and YCCD Board Policy 4103 which also outlines Rely Primarily and Mutually Agreed areas based on the 10 + 1 criteria.

V. CONSENT AGENDA

- A. Invite Interim President Dr. Larry Calderon to the September 22 senate meeting for formal introduction and a Q & A session.
- B. Invite Elizabeth David, FYE Counselor, to the September 22 senate meeting to talk about First Year Experience.
- C. Professional Development Committee Members: Bruce Anders, Brian Sinclair, Jenny Netto, Kathleen Ennis, and Michael Smedshammer.
- D. Appointees to the President’s Task Force on Measure E Reconciliation: John Zamora, Brian Larson, and Brian Sinclair.

Senator Howen requested that Consent Agenda Item D be pulled for discussion. The Consent Agenda was then approved as amended without objection.

VI. ACTION/DISCUSSION ITEMS

New Business

1. Amend Article III, Section 3, Subsection A of the MJC Academic Senate Bylaws

The senate discussed the proposed language change to Article III.3.A. of the MJC Academic Senate Bylaws and one additional amendment was offered—the words “or alternate” to be added to the last sentence. The intent of the senate is to accept senators and alternates chosen by units or divisions after the first general meeting of the academic year. Article III, Section 3.A. now reads:

“Each unit or division will determine in democratic fashion the Senators and alternates who will represent that unit or division and their terms. Before the first general meeting of each academic year the Senators from each unit or division will forward a list of their names to the Senate office along with a brief description of the election procedure. The

list and procedure will be made available to all members of the unit or division. Absent timely objection from members of the unit or division, those on the list will be the Senators representing that unit or division for that academic year. If objection arises, the President will appoint an ad hoc committee to investigate the matter and bring a suggested resolution to the full Senate for final determination. If, during the course of the year a Senator or alternate is no longer able to serve, the same procedure will be followed for selecting his/her replacement.”

M/S/U (Ellen Dambrosio/Jennifer Hamilton) to approve Article III, Section 3, Subsection A of the MJC Academic Senate Bylaws as amended.

2. Appointees to the President’s Task Force on Measure E Reconciliation: John Zamora, Brian Larson, and Brian Sinclair

MJC Interim President Calderon has convened a task force to address reconciliation of Measure E project budgets and expenditures. The senate discussed the charge of the President’s Task Force on Measure E Reconciliation which is to: 1) discuss facilities needs and the secondary effects of completion of Measure E projects and establishing a plan for utilization of vacated space; and 2) to review the Measure E budget and projected deficit and to make recommendations to balance the budget.

M/S/C (Jim Howen/Rob Stevenson) to approve the appointment of John Zamora, Brian Larson, and Brian Sinclair to the President’s Task Force on Measure E Reconciliation.

VII. REPORTS

ASMJC

President Doug Dyrssen reported that ASMJC has been working on many facets of new student orientation over the last few weeks. Student leaders are also continuing to review and update ASMJC Bylaws and are also participating in a financial audit/review.

College Council

Senate Secretary Allan McKissick reviewed his report from the August 15, 2011 meeting of the MJC College Council:

Decision-Making Document: MJC’s accreditation report states in the Planning Agenda for Standard IV.A.2.a., “During Fall 2011, the college will evaluate, revise, and publish an updated version of the *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* using a process that incorporates thorough discussion and ratification by campus stakeholders.” It was noted that the document was not ratified by the Academic Senate, contains a number of inaccuracies and contradictions and according to the document itself, has expired. Given the scope of the document, the College Council

seems to be the body that should take the lead in its revision. The College Council plans to devote an entire extended meeting on November 7 to the document and it would be helpful for each constituent group to provide input before the meeting. The College Council also plans to study relevant models in use by other colleges.

Accreditation/Institutional Effectiveness Committee (AIE): VPI Karen Walters Dunlap stated that the accreditation report has been finalized, adopted by the YCCD Board of Trustees, and was scheduled to be sent to the Accrediting Commission for Community and Junior Colleges (ACCJC) on August 16. Karen distributed MJC Planning Agendas from the 2011 Self Study Accreditation Report, which follow:

MJC Planning Agendas from the 2011 Self Study Accreditation Report

Standard I.B.1. The college will conduct campus focus groups to determine the extent to which staff understand and utilize the planning and resource allocation processes and how these processes are linked to enhancement of student learning and institutional effectiveness.

Standard I.B.2. The college will conduct a formal evaluation of the effectiveness of its processes for assessing and improving institutional effectiveness following the 2011-12 academic year.

Standard I.B.5. The college will continue to perfect its assessment efforts and the communication of those results to the campus community.

Standard I.B.6. Conduct a comprehensive evaluation and revision of *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* during the 2011-12 academic year.

Standard II.A.2.f. The college will have Program Learning Outcomes (PLOs) identified for 100 percent of its programs by the end of the 2011-12 academic year.

Standard IV.A.2.a. During Fall 2011, the college will evaluate, revise, and publish an updated version of the *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* document using a process that incorporates thorough discussion and ratification by campus stakeholders.

The college will conduct the biennial Campus Climate Survey in Spring 2012, and it is hoped that revision of the decision-making document will lead to greater agreement to the statement, “The college’s overall planning process effectively incorporates input from the appropriate people or groups in the college and district.”

Standard IV.A.3. The governing board, administrators, faculty, staff, and student will engage in ongoing discussion with the goal of determining additional strategies for improving the ability to work together for the good of the institution.

During Fall 2011, the college will evaluate, revise, and publish an updated version of the *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* document using a process that incorporates thorough discussion and ratification by campus stakeholders.

Standard IV.A.4. In its action letter regarding the *Substantive Change Proposal for Distance Education*, the Commission requested that the college monitor and analyze the success rates of its distance education programs as they compare to face-to-face programs. The college Office of Research and Planning has started this annual analysis as part of the Institutional Effectiveness Report. Study sessions will be conducted in the Academic Senate, division and departmental meetings and other participatory groups for dialogue and analysis.

Standard IV.A.5. As the current planning endeavors are being measured and benchmarked, there is a need for process improvement with regard to classified and student committee representation. Only half of the respondents to the *2010 MJC Climate Survey* “strongly agreed” or “agreed” with the statement that “Classified staff members have a substantive and clearly defined role in institutional governance.” The college will engage in further dialogue about participation in governance committees to ensure participation of classified staff and students. The AIE Committee focus group interviews have identified strategies to address this issue.

Additionally, in Spring 2012, faculty, classified staff, and administrators will be surveyed concerning their level of knowledge of the structure and functioning of the college decision-making process and their attitudes toward it. The survey will include specific focus on an updated and ratified version of the *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* document.

More on Standard IV.A.4. There was discussion of including hybrid courses for this standard.

Enrollment: VPI Karen Walters Dunlap reported that the numbers were starting to look a little better. She added that the college is feeling the absence of the StartSmart program—students who completed StartSmart showed an 8-10 percent better success rate. The fall semester is currently 85% full.

Student Services: Dean Lorena Dorn reported that counseling adopted group orientation of students. Group counseling (in groups of 10) was provided for approximately 2,600 students. The one-hour group orientation replaced 15-minute individual sessions and it was noted that this approach did afford some advantages.

Program Review: VPI Karen Walters Dunlap announced that information for program review would be sent out on August 16 and that the full program review is due October 14. Karen also shared that program review should guide consideration of bringing back programs and positions that were eliminated last year and that the college might also be in a position to get some one-time money.

Professional Development Committee

Senate Secretary Allan McKissick reported that the Professional Development Committee is continuing its work on a Flex Handbook as well as working with MJC Front-End Web Developer Josh Sigman on a “One-Stop Flex” system.

Legislative Analyst

Senate Legislative Analyst Jennifer Hamilton submitted the following report:

Excerpt from Press Release--California Community Colleges Chancellor's Office (8/22/11):

"California needs to reinvest in higher education and to once again devote the resources needed to create the most educated workforce in the world," said Reed, the CSU chancellor in charge of more than 400,000 students. "The current and future students of this state who graduate and move on into the workforce are critical to getting the economy turned around."

The California State University system has taken a budget hit of approximately \$650 million and has raised tuition for the fall by an additional 12 percent – or \$294 per semester for full-time undergraduates.

For the 2011-12 academic year the California Community Colleges funding has already been reduced by \$400 million and student fees were increased by \$10 to \$36 per unit, amounting to \$1,080 per year for a full-time student. The fee increase is expected to generate \$110 million in revenue that will go directly into the system to help with enrollment demand. More than \$129 million of the system's funding was deferred which will increase the cumulative total of delayed state payments to \$961 million, or roughly 17% of the system's annual funding.

The two chancellors warned that the budget woes will only worsen if mid-year reductions occur. If state revenues fall more than \$1 billion below projections the community colleges will be cut by an additional \$30 million and the per unit fees will go from \$36 to \$46 in spring 2012. The CSU system will take an additional \$100 million cut. If the shortfall is more than \$2 billion community colleges will suffer a \$102 million cut.

SB1143 Established a Student Success Task Force. Note their charge according to the legislation:

The group has been instructed by the Legislature to focus, but not limit, its recommendations on the following:

1. Multiple measures and effective programs for assessing student success and completion, including, but not limited to, attaining college-level skills, accumulating college-level course credits, earning a degree or certificate, and transferring to a four-year college or university.

2. Statutory and regulatory barriers to student success and completion.
3. Best practices for promoting student success and completion, including, but not limited to, the acquisition of basic skills.
4. Alternative funding options for providing necessary services to students and promoting best practices for student success and completion.
5. Alternative funding options instituted in other states for improving student success and completion.
6. The effective use of technology by community colleges and districts to promote, evaluate, and improve student success and completion.

The committee will be making its recommendations in the fall. We should pay attention to all items, for this bill could be the beginning of funding according to success (note particularly #4 & #5). Texas and Washington have both introduced performance based funding, and it's been a failure in both states. Senators are encouraged to be prepared to give feedback on this when the time comes.

Planning and Budget Committee

Annual Planning and Budget Workshop – The Planning and Budget Committee held its annual workshop on the 18th of August. The agenda included a discussion of the previous day's Senate workshop, assessment and discussion of the current resource-allocation process, and prioritization of strategic goals for the 2011-2012 academic year. Recent Planning and Budget Committee actions will appear on the September 22, 2011 meeting consent agenda.

Special Meeting, September 2, 2010 – The Planning and Budget Committee held a special meeting to discuss an MJC Technology Plan and the creation of a College Technology Committee. The Planning and Budget Committee made recommendations for revisions to the Technology Plan and gave its approval for the plan (as revised) to continue through the constituent approval process. The Planning and Budget Committee also approved the formation of a College Technology Committee (to be expanded from the existing Instructional Technology Committee); this committee will develop an annual Technology Council (with expanded membership) for ranking technology requests made in Program Review documents. The current draft of the Technology Plan is included here for you to discuss with your constituents.

President Calderon's Proposal Regarding P&B – President Calderon believes that the charge of the Planning and Budget Committee is just too much for one group, and he has proposed splitting the “planning” function off from the committee and creating an “Institutional Development” group (with representation from all constituent groups) that would be responsible for college planning activities. President Calderon sees the remaining Budget Committee as the “implementation vehicle” that would make resource-allocation recommendations to the President.

President's Report

MJC President Search Committee – The MJC President search committee has met once and will be meeting again next week to discuss and select interview questions. Although review of applications will begin on Friday, October 14, applications will be accepted until the position is filled.

Change in President's Cabinet Membership – President Calderon has changed the make-up of his President's Cabinet to include the Senate President, the ASMJC President, and a CSEA appointee. The first meeting of the new cabinet will take place on Monday, September 12, 2011.

Elections – There will be several elections in the Senate this year. First, there is an immediate opening for one At-Large seat and two Adjunct At-Large seats. Please send any nominations to an Executive Board member or Geri Wend by October 8. All Executive Board positions are elected annually and nominations will open in October and close in December. The available Executive Board positions consist of the Secretary, Parliamentarian, and Legislative Analyst.

New Faculty – There are four new faculty members (two probationary and two temporary) at MJC this year. Over the next several meetings they will be invited to be introduced to the Senate.

Senate Workshop – The Senate held an all-day workshop, entitled “Meeting Students’ Needs: Priority-Based Planning,” on the 17th of August. The session began with a presentation on the YCCD budget picture from Teresa Scott, Executive Vice Chancellor of YCCD. Following the budget presentation, Dr. Phil Smith, At-Large Representative on ASCCC Executive Board, led an interactive workshop in which attendees participated in several prioritization activities.

VIII. ADJOURNMENT

The meeting was adjourned at 5:40 p.m.