



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
November 15, 2012**

**Members Present:** Greg Hausmann (for Kevin Alavezos), David Boley, Paul Cripe, Ellen Dambrosio, Deborah Gilbert, , Elizabeth McInnes (for Bob Droual), Jennifer Hamilton, Jim Howen, Allan McKissick, Eva Mo, Chad Redwing, Lisa Riggs, Dorothy Scully, Burt Shook, Rob Stevenson, Theresa Stovall, James Todd, Layla Yousif, John Zamora

**Members Absent:** Bill Anelli, Michelle Christopherson, Catherine Greene, Debbie Laffranchini, Mike Morales, Adrienne Peek, Jim Stevens

**Guests Present:** Susan Kincade (VPI), Antoinette Herrera (Director of Health Services)

**I. APPROVAL OF ORDER OF AGENDA ITEMS**

The order of the agenda items was approved without objection.

***M/S/C (Jennifer Hamilton, Robert Stevenson) to approve the order of the agenda.***

**II. APPROVAL OF MINUTES**

Lisa Riggs noted that the Legislative Analyst Report within the minutes needed an amendment. Lisa asked that the Local Applicant definition be present within the minutes. Jennifer Hamilton said that she would send the definition to Heather for the minutes.

***M/S/C (Robert Stevenson, Burt Shook) to approve the November 1, 2012 meeting minutes as amended.***

**III. CONSENT AGENDA**

- A. Approve the appointment of Stephanie Franks, Jennifer Hamilton, Barbara Jensen, and Theresa Stovall to serve on the hiring committee, Administrative Technician for the Literature and Language Arts Division.

***M/S/C (James Todd, Jennifer Hamilton) to approve the consent agenda.***

**IV. GUEST SPEAKER: ANTOINETTE HERRERA/DIRECTOR OF HEALTH SERVICES**

Antoinette introduced herself to the group. Antoinette explained that there is an increasing need from students for mental health resources and services within the MJC Health Services Department. Because of this increase, a group of staff and faculty worked to receive a grant and were awarded almost \$200,000 for Mental Health Services.

Antoinette explained that this grant will cover three areas. One of the main areas is training for staff and faculty. The second area is for peer to peer support groups. The third area is for suicide prevention.

Antoinette distributed a document displaying at-risk training for staff and faculty. She said that you can start the at-risk training by visiting the following site:

<http://www.mjc.edu/current/resources/student-services/health/at-risk-training.html>

Antoinette explained that these modules are intended to provide you with the knowledge and skills to identify students that may be experiencing a mental health situation or condition. She said the modules may take about 30 to 45 minutes of your time. You will go through approximately five different scenarios that will assist you in prioritizing and identifying students that may be at-risk. Antoinette explained that this training is a Flex activity.

Antoinette also mentioned that on November 30, 2012 several community colleges are meeting to hold a regional strategizing forum to share best practices regarding health services. She also said that Scott Lewis, well known trainer of Behavioral Intervention Teams (BIT), is having a training that several will be attending on December 10th through December 13th.

## V. ACTION/DISCUSSION ITEMS

### 1. **Close of Nominations (President-Elect, Senator At-Large, Adjunct Senator At-Large):**

Robert Stevenson, Chair of the Nominations Committee, announced that the nominations closed at noon today. Two nominations were received. Jennifer Hamilton has been nominated as the President-Elect, and Travis Silvers has been nominated as the Adjunct Senator At-Large. Unfortunately, the Senator At-Large position has not had any interests. Rob announced that we will re-open nominations for the Senator At-Large position sometime after the Thanksgiving break. Rob stated that ballots will be in faculty mailboxes on the Monday after the break. Completed ballots will need to be returned to the Senate mailbox by 5:00 pm on December 5, 2012.

### 2. **Call for nominations of the Senate Executive positions of Secretary, Parliamentarian and Legislative Analyst:**

Rob announced the call for nominations for the Senate Executive positions and said that there will likely be at least two openings for the Senate Executive positions, which are the following:

- Parliamentarian
- Legislative Analyst

Rob said that he is not seeking another term as Parliamentarian and it is likely that Jennifer Hamilton, current Legislative Analyst, will be our next Senate President-Elect. Due to her transition the Legislative Analyst position will be open as well. He said that we can keep the nominations open for these positions until December 6, 2012. Rob asked if anyone had a

nomination and received no reply. He mentioned that the election will be held at the first meeting in the spring semester. He also said that if you would like to nominate yourself or even someone else with their consent, you can send him an email as well.

### **3. Report Out from Fall 2012 State Plenary Session:**

Jennifer and James were able to attend the Plenary Session last week. Jennifer announced that the theme for the Plenary Sessions was, *“The Transformation of Education: Evolution Not Revolution.”* The session started on November 8, 2012 in Irvine, California, and it lasted until November 10, 2012. Jennifer said that they focused on how the mission has evolved, sometimes for the better. She said there were many healthy conversations and break-out sessions. Jennifer forwarded an electronic document showing her update from the Senate Plenary to H. Townsend via email. The information is listed below:

#### **Resolutions:**

##### **7.01 Reporting Contextualized Data on ARCC**

*This resolution asks that the Chancellor’s office include longitudinal metrics and a contextualized narrative in reporting the ARCC Scorecard, thus offering a more complete picture of the institution.*

##### **9.05 Application of C-ID Descriptors to General Education Areas and Courses**

*This resolution aims to protect Gen Ed courses that aren’t part of a specific major or AAT/AST. It allows for a C-ID so that the course is recognized and is offered a modicum of protection.*

##### **13.02 Redefinition of Student success**

*This resolution asserts that Student Success be broadly defined to include the completion of single courses to meet individual goals as identified and recognized in the mission for California Community Colleges.*

*\*Full list of resolutions passed are on the website for ASCCC.*

#### **Sessions of Interest:**

*Distance Ed and Financial Aid:*

**Hot topics:** *Regulatory Demands (Authentication)  
Lack of Clarity or Consensus (DE or CE; Categorizing CE, DE, Web Enhanced)*

#### **What Regulators are looking for:**

- A. *Secure Login and password or proctored exams*
- B. *New/or other techniques*
- C. *Practices that are developed and effective in verifying each students’ identification*

**Main Thing: Student Engagement. Must be able to document LDA and regular, substantive interaction between faculty and students. If students aren’t engaged, we must drop by census.**

*TMC's and Local Curriculum:*

1. *BOG Goal of 100% TMC's by June 2014; 80% by June 2013*
2. *90 (out of 112) CCCs have been granted C-ID designations*
3. *1299 CCC courses have received C-ID numbers (Datamart has the link to the curriculum inventory)*
4. *How to compute the 100% goals:*

*Numerator                      Number of AAT/AST that are active in the Chancellor's Office*  
*Denominator                  Number of TMCs that match with our existing AA/AS degrees (as of 12/12)*

*Beginning in January, if there is a C-ID, we must use it.*

*June 2014, degrees will get pulled if they aren't through the system with C-ID numbers and AAT and AST (via Barry Russell, Vice-Chancellor).*

James Todd added that one of the sessions he attended was on what the Student Success Taskforce recommendations were for SB1456 and the implications that it has for us. James said that we need to start the conversation now on the items that are coming down the pipeline. James said that there are big issues that we need to pay attention to! James said that one large issue is that we are moving towards being mandated as faculty to do three things with students which are:

1. Assessment
2. Orientation
3. Advising

James said that our student-to-counselor ratio was 1 to 1900 and now that we have lost someone, it is a lot worse. James said that enrollment priority management is another issue. He also mentioned program viability, which is a conversation that he says needs to be addressed. John Zamora strongly suggested that members review the Program Discontinuance document that was approved at Plenary in February. The document can be viewed at the following link:

<http://asccc.org/>

**4. Spring 2013 Institute Day Program and Schedule:**

Allan McKissick distributed the proposal for the Spring 2013 Institute Day. The proposal is as follows:

The Academic Senate Faculty Professional Development Committee recommends that the Academic Senate approve the following program for Spring 2013 Institute Day at MJC.

## Theme

“Humor in the Management of Change” with speaker Craig Zablocki  
(<http://www.craigzablocki.com>)

## Schedule

### Thursday, January 10, 2013

9:00-10:30	Assessment Overview
10:30-11:30	Academic Senate Open Forum
11:45-1:00	YFA Open Forum/Meeting/Lunch or Brunch
1:15-2:15	Workshops: Institutional Learning Outcomes (ILO's) part 1
2:15-2:40	Snack Break
2:45-3:45	Workshops

### Friday, January 11, 2013

7:30-8:15	Continental Breakfast
8:30-9:00	Welcoming remarks: Dr. Smith, Jill Stearns
9:00-10:30	Keynote speaker-Craig Zablocki
10:30-10:45	Break
10:45-11:30	Report outs-AS, YFA, CSEA, awards, etc.
11:30-1:00	Lunch Break
1:15-2:15	ILO's (part two)
2:30-4:00	Division meetings and/or workshops

*Allan McKissick moved that the Academic Senate Faculty Professional Development Committee's proposal for the Spring 2013 MJC Institute Day program be approved by the Senate, with the understanding that the Institute Day Task Force has limited flexibility for schedule changes.*

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

#### **5. Timelines and process for faculty appointments to councils in new campus decision-making structure:**

James Todd distributed a document outlining the current positions in need of faculty representation. The document is below:

**Modesto Junior College Council Faculty Representation**

1) College Council Representative 1.....	Academic Senate President
2) College Council Representative 2.....	Academic Senate President-Elect
3) College Council Representative 3.....	Academic Senate Secretary
4) Faculty Accreditation Chair.....	Academic Senate President, Exec Board Member or Senator*
5-8) Faculty Accreditation Co-Chairs	
Standard I: Institutional Mission and Effectiveness.....	Senator or Faculty Appointee**
Standard II: Student Learning Programs and Services.....	Senator or Faculty Appointee**
Standard III: Resources.....	Senator or Faculty Appointee**
Standard IV: Leadership and Governance.....	Senator or Faculty Appointee**
9) Facilities Council Co-Chair.....	Exec Board Member or Senator**
10) Facilities Council Representative 1.....	Senator or Faculty Appointee**
11) Facilities Council Representative 2.....	Senator or Faculty Appointee**
12) Instruction Council Co-Chair / Representative 1.....	Academic Senate President, Exec Board Member or Senator*
13) Instruction Council Representative 2.....	Exec Board Member or Senator**
14) Instruction Council Representative 3.....	Senator or Faculty Appointee**
15) Instruction Council Representative 4.....	Senator or Faculty Appointee**
16) Instruction Council Representative 5.....	Senator or Faculty Appointee**
17) Instruction Council Representative 6.....	Senator or Faculty Appointee**
18) Instruction Council Representative 7.....	Senator or Faculty Appointee**
19) Instruction Council Representative 8.....	Senator or Faculty Appointee**
20) Resource Allocation Council Representative 1.....	Academic Senate President, Exec Board Member or Senator*
21) Resource Allocation Council Representative 2.....	Exec Board Member or Senator**
22) Resource Allocation Council Representative 3.....	Senator or Faculty Appointee**
23) Resource Allocation Council Representative 4.....	Senator or Faculty Appointee**
24) Student Services Representative 1.....	Exec Board Member or Senator**
25) Student Services Representative 2.....	Senator or Faculty Appointee**
26) Student Services Representative 3.....	Senator or Faculty Appointee**

\* - The Academic Senate President will minimally choose 1 role to serve out of the following: Faculty Accreditation Chair, Instruction Council Co-Chair, or Resource Allocation Council Representative 1

\*\* - Preference is for each council to have current Senators or Exec Board Members (including President) make up at least 50% of the faculty representation on councils.

James reported that 26 representatives are needed. He said that he would like to see a mixture of Senators and faculty as representatives on these proposed committees. He announced that the Senate is hoping to appoint representatives by November 29, 2012.

**6. Planning and Budget Committee, Accreditation/Institutional Effectiveness Committee, and Senate Bylaws and Rules:**

John Zamora reported that at a future meeting, we need to look at discussing and revising our Senate Bylaws and Rules. Because of the new Councils, John says that we need to review and possibly revise the Senate Bylaws and Rules for the Senate committees. James added that we should not only look at the Bylaws and Rules but the membership for these committees as well.

James Todd announced that AIE has recently approved the alignment of the OAWs new assessment schedule with the 5 year curriculum assessment cycle. James reported that the plan entails two years of assessment with a year off to look at program learning outcomes.

**VI. REPORTS**

**STUDENT SENATE**

NO REPORT

**FACULTY CONSULTANT TO THE BOARD/DISTRICT COUNCIL**

NO REPORT

**INSTRUCTIONAL ADMINISTRATOR'S COUNCIL (IAC)**

NO REPORT

**ACCREDITATION/INSTITUTIONAL EFFECTIVENESS COMMITTEE (AIE)**

NO REPORT

**ASSESSMENT WORK GROUP**

NO REPORT

**CURRICULUM COMMITTEE**

NO REPORT

**LEGISLATIVE ANALYST**

(SEE PLENARY REPORT ABOVE)

**COLLEGE COUNCIL**

NO REPORT

**PROFESSIONAL DEVELOPMENT COMMITTEE**

NO REPORT

**PLANNING AND BUDGET COMMITTEE**

NO REPORT

**PRESIDENT'S REPORT**

NO REPORT

**VII. ITEMS FOR FUTURE AGENDAS**

**VIII. OPEN COMMENTS FROM THE PUBLIC**

**VIII. ADJOURNMENT**

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