



**ACADEMIC SENATE MEETING
APPROVED MINUTES
NOVEMBER 20, 2014**

Members Present: James Todd (President), Curtis Martin (Vice President), Bill Anelli, Deborah Laffranchini, Allan McKissick, Allen Boyer, Barbara Jensen, Brian Sinclair (Faculty Liaison to the Board) (sub for Eva Mo), Christopher Briggs, David Chapman, Elizabeth David, Elizabeth McInnes, Ellen Dambrosio, Eva Mo, Jim Howen, Jim Stevens, Kevin Alavezos, Layla Spain, Luis Rebolledo (ASMJC President), Mike Adams, Nancy Wonder

Members Absent: Adrienne Peek, Belen Robinson, Gail Brumley, James Dorn, Paul Berger, Rob Stevenson (sub for Chad Redwing), Travis Silvers

Guests Present: Susan Kincade (VP of Instruction)

I. MINI LESSON – DEBORAH LAFFRANCHINI

D. Laffranchini gave out a couple of handouts. The first was Parliamentary Procedures: Types of Motions. There are Main Motions, Subsidiary Motions, Privileged Motions and Incidental Motions and each one is explained, followed by Precedence of Motions.

The second handout was showing the types of motions, their purpose and what is needed in each motion: in order when another is speaking, requires a second, debatable, amendable, vote required and can be reconsidered. Included was a pyramid showing the order of Precedence of Motions. D. Laffranchini recommended this handout if you wanted to keep one available for quick reference.

II. APPROVAL OF ORDER OF AGENDA ITEMS

M/S/C (B. Sinclair, C. Briggs) Motion to approve the Order of Agenda Items.

17 Ayes, 0 Opposed, 0 Abstentions

III. APPROVAL OF THE MINUTES (OCTOBER 30, 2014)

M/S/C (B. Anelli, E. Dambrosio) Motion to approve the minutes of October 30, 2014 with changes.

17 Ayes, 0 Opposed, 0 Abstentions

IV. CONSENT AGENDA - None

V. REPORTS

- A. ASMJC Senate – Luis E. Rebolledo- no report
- B. Instructional Administrator – Susan Kincade – no report

C. President's Report – James Todd

J. Todd said there will be a lot coming down over the next couple of weeks. Hiring Prioritization will be taking place tomorrow. James communicated with Rob Stevenson and Susan Kincade that the categorically funded positions approved in the October 30 minutes would need to be ranked this year and continue to be in the ranking process, as they are being considered for institutionalization.

The Equity Plan, which has been discussed in several campus meetings and the Student Success and Equity Committee, will be presented December 4 to discuss and consider for approval. It needs to go to the board on December 10. He mentioned that Brad Philips, a consultant, will be available on Friday, November 21, Library Basement, Room 10, to discuss our approaches to the Equity planning. Please attend, bring your comments and thoughts, and have an open discussion.

D. Legislative Analyst Report – Chad Redwing – no report
E. Accreditation Council – Ellen Dambrosio (reporter until Chad Redwing returns) – no report
J. Todd has been in conversation with someone that hopefully will be the next Faculty Accreditation Chair. S. Kincade mentioned in December 2014 Accreditation Council will begin to pick their structure.

F. Instruction Council – Debbie Laffranchini – have report

G. Facilities Council – Jim Howen – no report, meeting was cancelled

H. Resource Allocation Council – Kevin Alavezos

K. Alavezos reported they did not have quorum on November 7 meeting, and there were no action items to report. An email came out regarding the IELM (Instruction, Equipment, Library Materials) funds. MJC received \$425,000 that has to be spent this fiscal year 2014-2015 according to new rules. They will be working on the process for distributing those funds at the November 21, 2014 meeting.

I. College Council – Curtis Martin – no report

J. Faculty Representative to the Board – Brian Sinclair – no report

J. Todd mentioned that Academic Senate needs to make a call out for elections for Faculty Representative to the Board. J. Todd will make the announcement in the Elections Announcements/Senate Elections area under Continuing Business. B. Sinclair said he believes there are three people that are interested in the position.

K. Curriculum Committee – Curtis Martin or Barbara Adams – have report

C. Martin said there was a discussion on AB86 with Pedro Mendez.

J. Todd asked P. Mendez for a presentation at Academic Senate on AB86. We need to be aware of its contours, its background and how it has emerged and have P. Mendez tell how he has been working with our K-12 partners. J. Todd explained what AB86 is and what it means for MJC.

http://www.cccco.edu/search.aspx?zoom_cat=-1&zoom_query=AB86

L. Distance Education Committee– Eva Mo – no report

M. Student Services Council – Ross McKenzie - no report

N. Faculty Professional Development Committee and PDCC – Bill Anelli – no report

B. Anelli mentioned Institute Day is still being worked on. The schedule is 8:30 am – 1:00 pm, with division meetings from 1:00 pm – 3:00 pm. Division meetings do not have to be held on that day, it is up to the Dean, but the time slot is available for them. ASMJC will offer lunch. There will be 45 minutes – 1 hour for lunch. Thursday, the proposal is two 90-minute breakout sessions – 9:00 am – 10:30 am, 10:30 am – noon. B. Anelli took a poll of the Senate members regarding breakout sessions on Thursday between 9:00 am to noon.

Suggestions for Thursday breakouts should be emailed to B. Anelli.

J. Todd mentioned there will be a speaker, Darla Cooper, from RP Group, a non-profit research group. There will be a 45 minute presentation, followed by a 40 minute panel by students.

There will be a statewide Academic Senate Executive meeting on campus on that Friday in Yosemite 213, and will continue on Saturday at the Doubletree. These meetings will be open meetings and you are available to attend.

O. Outcomes Assessment Work Group (OAW) – Eileen Kerr – no report

P. District Advisory Technology Committee - John Zamora

S. Kincade mentioned they are building the structure of the advisory committee and putting together all the documents for people to look at and understand who is on the committee and what the charge and role is which is advisory to the district.

J. Todd said that Mike Smedshammer and John Zamora are on that committee.

VI. ACTION/DISCUSSION ITEMS

A. Continuing Business

1. Electronic Voting (Rules and Bylaws change to Senate Rules and Bylaws)

J. Todd read the revised portion of the Rules.

C. Martin mentioned permission was granted by the Executive Committee of YFA for Academic Senate to use the YFA server for electronic voting.

Academic Senate can now go paperless and be more efficient. M. Adams said if R. McKenzie is going to do this it would be done through R. McKenzie's Survey Monkey account. He would need a list of just MJC Faculty. The MJC Faculty on the Outlook account is not just MJC Faculty. That information would be a technical issue.

M/S/ (M. Adams, D. Chapman) Move to approve the amended MJC Academic Senate Rules for openings for At-Large or Adjunct At-Large positions and electronic voting.

A. McKissick had a question of the implication of nomination for President. If there was only one nomination would that one name end up on the consent agenda? J. Todd said yes it would be on the consent agenda. A. McKissick thinks this might need a closer look in the future. He was thinking of positions other than President. For now it is an improvement, but someone being nominated for president put on the consent agenda, as opposed to a normal vote, although the consent agenda is endorsed by the Senate body. He is ambivalent about that in the case of the President but this could be adopted and revisited at a later time.

C. Martin said we were trying to imitate what YFA has done in contested elections and they have it in their bylaws.

A. McKissick said there are uncontested elections where you automatically become an officer in YFA without a vote. With a consent agenda, people are at least able to pull something off the consent agenda and have a discussion.

The rules were suspended last time to allow for this election to take place for electronic voting.

M/S/C (M. Adams, D. Chapman) Move to approve the amended MJC Academic Senate Rules for openings for At-Large or Adjunct At-Large positions and electronic voting as a 1st reading.

17 Ayes, 0 Opposed, 0 Abstentions

2. Elections Announcements/Senate Elections

J. Todd mentioned C. Martin put in his name in for nomination for Vice President, and he put his name in for nomination for President. These are the only two names nominated.

M. Adams said if it is a desire of the Senate body there could be an extension for another week if the airing for this was not received.

J. Todd said there will be call for Executive positions. All Executive positions are one year positions. He will put a call for Executive positions today and people can put their names forward. J. Todd said that the Executive Committee could be expanded. The Executive will become more formal: during regular Exec meetings, anyone that has academic and professional matters to discuss or place on the agenda or to discuss would first obtain an appointment, come to the Executive Meeting to talk about the subject or any concerns, and get the Executive Committee's thoughts. The Executive is not a body that would make

decisions, but people should feel free to come to and give input on things that might need to be discussed in Senate.

C. Martin suggested bringing back the Senate retreat that they had at the beginning of the year to discuss all the issues that need to be discussed. Those responsibilities could be delegated among the Executive members.

The Parliamentarian, Secretary and the Legislative Analyst positions are open. B. Anelli has put his name forward for the Secretary position and C. Redwing is showing interest in the Legislative Analyst position. The positions will be closed in the December meeting and will be voted on in the January 2015 meeting.

J. Todd mentioned that he will contact D. Bolter about the Faculty Representative to the Board position to see if she would like to make that announcement. It would be good to get it out so it can be handled before next semester.

3. Draft of MJC College Goals

No further discussion took place.

M/S/C (A. McKissick, D. Chapman) Move to approve the Draft of MJC College Goals.

17 Ayes, 0 Opposed, 0 Abstentions.

B. New Business

1. Faculty Hiring Prioritization

D. Laffranchini mentioned there was a conversation in Instruction Council regarding whether a position was mandated or not. It was decided that mandated positions would have to be documented and all mandated positions would have to be discussed prior to the division's presentation so when they are ranked during the presentation they are being listened with the right frame of mind.

The process is: The presentations will be in alphabetical order by division in reverse. This year will be from bottom up. The divisions can bring up to five proposals. All position presentations are given a maximum of five minutes. If a division only has one position they are allowed five minutes for that presentation. If they have two positions they have ten minutes, five minutes for each position. If a division has three or more positions, a maximum of 15 minutes will be allotted for the presentations and can be divided anyway they like as long as any one position does not go over five minutes. Each division is then given five minutes questions from the Council only, none from the floor. At the end of the day, the public will then have the opportunity to ask questions.

Consideration will be given to not just the division rankings but the needs that are identified in the Outlook report. M. Adams said the Outlook report mentioned was the Instruction Council decided the main priority considerations for rankings would involve productivity, transfer degree, CTE degree demand based on data and basic skills needs based on data because the college is desperately in need of growth so growth money could be captured so the people we want to hire could be afforded.

S. Kincade said some divisions came forward with the #1 position where there is a maximum number of students of 20. That is a very high cost to MJC and drains the resources we have. She thinks it needs to be remembered at this critical time our need to get to base FTE and then growth because of the new information called the FON (Faculty Obligation Number), and it is something that has to be met.

S. Kincade said we are looking to spring 2015 and 7000 FTES are needed in the spring. Currently our schedule shows about 6300 FTE. It is significant for us to think about how we make sure FTES are received in spring before we start summer. Several documents have been posted on the Instruction Council website that show information that has been handed out to the Deans and Instruction Council, on the data we have right now. We are hoping to add late start and online classes as we see students are going to online classes. If online classes are not used we do not get the students and they will go somewhere else.

A. McKissick said he thinks he heard the Instruction Council, when doing hiring prioritization, is obligated to take into account the division ranking, but is not necessarily binding. They can override a presumption.

S. Kincade said the reason for an Instruction Council and broad participation is so the college has an opportunity to make a recommendation from Instruction Council to the College Council and then to the President. If all we needed were division rankings and to move forward, there would be no point to having the Instruction Council rankings. However, we need a broad participation and healthy discussion about what is best for the college—and we may need to veer away from the idea or notion that every division, to be fair, “gets a position.” The reality is that does not get us where we need to be, and we need that healthy discussion. She believes what happened before is that it went through the divisions to the deans and there was no shared collegial college governance process, and it went straight to the recommending body to the president. We are trying to best utilize our collegial consultation process.

A. McKissick said he does believe the Senate would be approving the ranking of hiring prioritization and wanted to add it to the description he just heard. That is very important.

A. McKissick said for historical accuracy when IAC discussed, they did have a discussion and they did change rankings and negotiated a ranking and it went to College Council for approval and back to Academic Senate. Is there is a notion of the FON numbers goal, what the variables are? How is the FON met?

It was mentioned that the state tells us what the variables are and the FON is met by hiring people that count toward your FON. J. Todd said what needs to be discussed in Instruction Council is the temporary non-tenure track hires do not count toward the FON.

J. Todd commented there is a commitment from administration to make sure we are growing and meeting the demand of our students. The idea of hiring is being looked at as something positive.

Upon the question asked if there is a set matrix of productivity measures S. Kincade said it is too complicated to be a standard. What this council has done is put up on the site, for all to see, all the different measures. She looked up the website and briefly went over the measures listed and reported those are the types of things being used.

D. Laffranchini said the people in Instruction Council are a diverse group and many are from areas that did have program discontinuance and some were small programs. They are sensitive to it, have awareness and not looking strictly to that but it is their charge. This year to meet the FON this might be the year it is not given the highest priority but it doesn't mean that next year it will not. In the application there is an area for history and you are able to write the history of the program. It is not a cookie cutter approach; otherwise they would not be needed on the council. Instruction Council is a diverse group and represents all the divisions across the campus and has people that ask all the questions that are being asked here and that is the beauty of this council. They hear all the voices and when one person does not think of something someone else will. The Instruction Council is committed to doing the FON. D. Laffranchini believes they are finding it more uniform this year and much tighter because of all the comments that were brought forth and given to the deans.

Upon the question asked if there was a difference in the FON calculation between instruction and non-instruction faculty and are the adjuncts factored into that, the answer given was there was no difference, however S. Kincade clarified that non-instruction faculty count toward the FON but the issue is they do not generate FTES.

2. Student Equity Plan

J. Todd said in the Student Success and Equity Committee meeting indicators that track students were looked at in the equity plan. J. Todd briefly went over the reason for an Equity Plan and mentioned in relation to the groups involved what is looked at in the five

different categories. Disproportionate impact was also explained and how the populations are measured in relation to others.

3. ASCCC Fall Plenary Report – not discussed
4. Resolution FA14-A & YFA Contract 37.8

Curtis Martin explained what the Resolution FA14-A and YFA Contract 37.8 was regarding. It is in regards to the online load factor and about the YFA interpretation of that article in the contract and our resolution of that clause. This will be discussed at another time.

Move to Adjourn.

- A. **ITEMS FOR FUTURE AGENDAS** - none
- B. **ANNOUNCEMENTS** - None
- C. **OPEN COMMENTS FROM THE PUBLIC** - None
- D. **OPEN COMMENTS FROM SENATORS** - None
- E. **ADJOURNMENT** Adjourned at 5:39 pm

In accordance with the Ralph M. Brown Act and SB 751, minutes of the MJC Academic Senate records the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority."

Special Meeting

- Action Item: Accepted the replacement position list, pending confirmation of PRHE retirement being announced on time. Additionally, one position was to replace a terminally ill retirement that was announced shortly after the September 30 deadline. The Council approved adding this position as a replacement due to the special circumstance in spite of missing the announcement deadline by a short time as a result of the terminal illness.
- Based on MJC Instruction Outlook Fall 2014 document 12 growth positions will need to be hired based on the FON. We must grow in order to afford these positions. These growth positions will be presented by the appropriate divisions, ranked, and recommendations put forth. Presentations will take place Friday, November 21, 11:30 for lunch and 12:00 for presentations.
- Long conversation creating the process for prioritizing the Growth Proposals.
 - Determination of “mandated” to be made by documentation. All “mandated” positions will be discussed prior to presentations. The process of determining “mandated position” will be discussed before next year’s hiring prioritization begins.
- Growth Proposals agreed-upon items:
 - Divisions can bring forward as many presentations as they want up to five
 - If a Division is presenting only one growth position, up to 5 minutes for that presentation
 - If a Division has two growth positions to present, up to 10 minutes, 5 minutes per position.
 - If a Division has three or more growth positions to present, up to 15 minutes, 5 minutes maximum per position.
 - Questions following presentations are limited to Council members only and each Division is limited to 5 minutes of questions for presentation(s).
 - At the end of the day questions can be accepted from the audience.
 - Consideration will be given to division rankings as well as the needs identified in the Outlook Report.
 - Presentations will occur in reverse alphabetical order by Division name.
- Program discontinuance was discussed and determined that this is beyond the scope of IC but the Council would be involved.
- Emergency hires are allowable if a faculty member retires mid-year when they announce their leaving before the September 30 deadline.
- BA Degree in Respiratory Therapy Proposal was presented by Dean Bettencourt.

Academic Senate

Curriculum Committee Report

Submitted November 19, 2014

The Curriculum Committee

The Curriculum Committee met on Tuesday, November 18, 2014 at 2:40 PM for their regularly scheduled meeting.

- Committee Actions:
 - Reviewed and approved 34 course proposals (inactivations, revisions, and adoptions)
 - 6 courses pulled, discussed at meeting, and approved
 - Reviewed and approved 21 requisites requests (maintaining, requesting new)
 - Reviewed and approved 2 local requirement requests (maintaining, requesting new)
 - Reviewed and approved 6 GE requests (maintaining, requesting new)
 - Reviewed and approved 3 DE proposals (maintaining, requesting new)
 - Reviewed and approved 13 materials fees requests (maintaining, increasing)
 - Reviewed and approved 1 program (modification)
 - Reviewed and approved MJC Curriculum Committee Mission Statement

Respectfully submitted,

Curtis Martin and Barbara Adams, Curriculum Co-Chairs