



**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
OCTOBER 2, 2014**

**Members Present:** James Todd, Curtis Martin, Deborah Laffranchini, Bill Anelli, Allan McKissick, Barbara Jensen, Belen Robinson, Christopher Briggs, David Chapman, Elizabeth McInnes, Ellen Dambrosio, Eva Mo, Gail Brumley, James Dorn, Jim Howen, Kevin Alavezos, Layla Spain, Mike Adams,

**Members Absent:** Adrienne Peek, Allen Boyer, Bob Droual, Jim Stevens, Luis Rebolledo (ASMJC President), Nancy Wonder, Rob Stevenson (sub for Chad Redwing), Travis Silvers

**Guests Present:** Barbara Adams, Brian Sinclair (Faculty Liaison to the Board), Elizabeth David, Lorena Dorn, Ross McKenzie, Shirley Miranda, Susan Kincade, (VP of Instruction), Tyler Minane (ASMJC), Korey Keith (ASMJC)

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

J. Todd pointed out that Shirley Miranda is here to present the Basic Skills Initiative Plan and Budget.

**M/S/C (M. Adams, E. Dambrosio) Motion to move item V.B.2, BSI Plan and Budget to the top of the Action/Discussion Items.**

18 Ayes, 0 Opposed, 0 Abstentions

**II. APPROVAL OF THE MINUTES (September 4, 2014, September 18, 2014)**

A brief discussion of the minutes took place. E. Dambrosio previously gave minor changes to both sets of minutes. J. Todd requested information and clarified an item in the September 4, 2014 minutes.

**M/S/C (E. Dambrosio, J. Howen) Move to approve the September 4 and September 18 minutes with changes.**

16 Ayes, 0 Opposed, 2 Abstentions (Kevin Alavezos, Mike Adams)

**III. CONSENT AGENDA**

- A. Appoint Robert Stevenson as substitute for Instruction Council Co-Chair as needed. James Todd is serving as Instruction Council Co-chair for Fall 2014.
- B. Appoint Debbie Laffranchini and James Todd as Academic Senate representatives on Student Success and Equity Ad Hoc Workgroup. The group, established by College Council, will meet to formulate a charge and membership through consultation with Academic Senate.

**M/S/C (E. Dambrosio, L. Spain) Motion to approve the Consent Agenda.**

18 Ayes, 0 Opposed, 0 Abstentions

**IV. PRESIDENT'S REPORT – No Report**

**V. ACTION/DISCUSSION ITEMS**

- 1. BSI Plan and Budget

The BSI Plan and Budget was presented by S. Miranda.

Discussion and questions ensued.

J. Todd stated the document was just received, and has a due date of October 10. He mentioned suspending the rules for this item to be a one reading plan. There could be an additional meeting in a week to cover the plan as a second reading if it is warranted and further discussion was needed.

More discussion took place regarding the initiative funds from the state. Kevin Alavezos expressed concern about the shifting of any categorical funding that could roll over into the general fund. He mentioned that budgets like this should also be discussed in Resource Allocation Council.

A. McKissick asked how the Basic Skills Committee is going to be formed—and how it has operated. J. Todd explained that the Basic Skills Committee is going to be renamed the Student Success and Equity Committee, and that membership and charge will come through the Academic Senate.

**M/S/C (B. Jensen, D. Laffranchini) Move to suspend the rules for a one read item of the 2013-2013 ESL/Basic Skills Allocation End-of-Year Report, 2014 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan.**

A 2/3<sup>rd</sup> vote is needed. Vote was taken with the raise of hands.  
15 hands were raised which is 2/3rds vote. The vote was carried.

M/S (B. Jensen, E. Dambrosio) Motion to accept the 2013-2013 ESL/Basic Skills Allocation End-of-Year Report, 2014 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan.

**M/S/C (A. McKissick, D. Chapman) Move to amend the motion to approve with the understanding that the BSI Committee will report to the Student Success and Equity Committee and faculty membership.**

18 Ayes, 0 Opposed, 0 Abstentions

**M/S/C (B. Jensen, E. Dambrosio) Motion to accept the 2013-2013 ESL/Basic Skills Allocation End-of-Year Report, 2014 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan as amended.**

16 Ayes, 0 Opposed, 2 Abstentions (Jim Howen, Kevin Alavezos)

## B. Continuing Business

### 1. Accreditation Midterm Report (2<sup>nd</sup> Reading)

M/S (M. Adams, J. Dorn) Move to approve the Accreditation Midterm Report for a 2nd Reading.

The question was asked about additions to the report. S. Kincade reported pages 9 – 15 are an addition and are direct responses to previous district and college recommendations. The addition is language from two follow- up reports and our special report, which they wanted in the Midterm Report.

**M/S/C (M. Adams, J. Dorn) Move to approve the Accreditation Midterm Report for a 2nd Reading.**

18 Ayes, 0 Opposed, 0 Abstentions

### 2. At-Large Senator Election

J. Todd reported that Elizabeth David is the only candidate nominated for At-Large Senator.

**M/S/C (L. Spain, A. McKissick) Move to accept the nomination of Elizabeth David as the At-Large Senator.**

18 Ayes, 0 Opposed, 0 Abstentions

### 3. Student Success and Support Program Plan (SSSP)

J. Todd reported the Student Success and Support Plan that was given out has been circulated in different formats and discussed by different workgroups. The first two sections were included in the packet with the report to include four sections. The other parts should be done next week, so you can have for a week. The issue is the Report Due is to be postmarked by Friday, October 17, 2014.

M/S (C. Martin, L. Spain) Move to accept the Student Success and Support Program Plan document for a 1<sup>st</sup> reading.

J. Todd went over the key points of the plan.

There was discussion on Orientation, the 1<sup>st</sup> Year Experience Program, and Success Coaches.

**M/S/C (M. Adams, A. McKissick) Move to Call to Question. Non debatable.**

Need 2/3rds vote. Vote was taken with a raise of hands. Carried. 0 Opposed, 0 Abstentions

**M/S/C (C. Martin, L. Spain) Move to accept the Student Success and Support Program Plan document for a 1<sup>st</sup> reading.**

17 Ayes, 0 Opposed, 0 Abstentions

It was noted that K. Alavezos left prior to the last two votes.

C. **New Business**

1. Student Equity Plan Guidelines Presentation – tabled until the next meeting
2. BSI Plan and Budget – moved to top of Action/Discussion Items

VI. **REPORTS**

A. Facilities Council

J. Howen mentioned no meeting since last time, but was able to obtain the prior minutes and the only action item was approval of the prior minutes.

B. Student Services Council – no report

C. Instruction Council – report following

D. Accreditation Council – no report

E. Resource Allocation Council – report following

F. College Council

Voted to create a workgroup for Student Success, there was an Accreditation Midterm Report Presentation, and discussed evaluations of councils, and put into effect a new ad hoc workgroup that will become the Student Success and Equity Committee.

G. Student Senate

Tyler Minane, Vice President of Legislation, ASMJC, reported on Voter Registration Day 50 students registered or re-registered to vote. Thanks to Deborah Laffranchini and Curtis Martin for inviting them to address their classes and being able to engage with students in that way. Constitution Day was a great success. Last weekend some students joined Columbia's Associated Students for a retreat at Baker Station. It was great opportunity to get both presidents together and work together, collaborate on different ideas and bond as well. In the near future 12 students will be attending a California Community College Student Affairs Association (CCCSAA) conference in Los Angeles, October 17 – 19, 2014. It will be a time for students to be able to learn and have team building activities. Their next Senate meeting is tomorrow, October 3, 2014.

H. Faculty Representative to the Board- no report

I. Legislative Analyst – no report

J. Outcomes Assessment Work Group (OAW) – no report

K. Curriculum Committee

C. Martin reported that at his first meeting of the Curriculum Committee, the major issue concerned high unit classes, and a workgroup was formed to come up with a process on how to handle large unit lectures that would give the representatives of the Curriculum Committee a standardized form to help them make a decision.

M. Adams stated there is to be a meeting tomorrow, Oct. 3, 2014, of the Curriculum Review Process and he had some questions and concerns.

Discussion took place regarding the information M. Adams handed out and the following resulted.

M/ (J. Howen) Motion to postpone this item or anything related to this item until the next meeting. There was no second.

Discussion continued regarding a major policy not being decided by Senate or informed by Senate. It was mentioned that whatever happens at the workgroup meeting on October 3, that product would go to Curriculum the following week, and then would be brought to Academic Senate for consent.

**M/S/C (J. Howen, D. Chapman) Move to adjourn.**

16 Ayes, 0 Opposed, 1 Abstention (Allan McKissick)

- L. Faculty Professional Development Committee and PDCC
- M. Distance Education Report
- N. Administration Report

**VII. ITEMS FOR FUTURE AGENDAS**

**VIII. OPEN COMMENTS FROM THE PUBLIC - None**

**IX. ADJOURNMENT adjourned at 5:40 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."

Instruction Council  
September 30, 2014  
Prepared by Debbie Laffranchini

- Faculty Hiring Prioritization: Process Review
  - November 10 Divisions submit Replacement and Growth prioritization
  - November 13 Instruction Council meets to approve Replacement positions
  - November 21 Instruction Council meets to hear presentations by Divisions for Growth positions
- Changes made to Faculty Hiring Prioritization:
  - Internal promotions to permanent positions that leave a vacancy in a division will be treated as Replacement positions
  - December retirements will be responded to as to whether the position will be a temporary full time position or filled by adjunct
- Enrollment Management presentation by VP Kincade
  - Work groups will be formed to gather information
  - The Magic "525" FTEs number discussed and presented how it is arrived at with our compressed calendar
- Instruction Council Annual Evaluation:
  - Waiting for College Council to create a rubric
- Educational Master Plan presentation by VP Kincade
  - We don't currently have our Educational Master Plan
  - Looked at Canada's
  - Susan will recommend a work group

Resource Allocation Council  
September 19, 2014  
By Kevin Alavezos

In summary:

- The creation of an Enrollment Management Committee was discussed. The charge for this committee is being drafted by VP Susan Kincade and is to be completed by September 30.
- President Stearns reported that overall headcount is up, FTES is down.
- A discussions regarding “funding for enhanced non-credit course” occurred.
- RAC is in the process of determining goals for this year. Draft goals are:
  - Orientation for all members as to how the council functions
  - Development of an annual schedule and timeline to follow
  - Codify the budget development process
  - Work towards developing multi-year planning

NO actions were taken.

NO recommendations forwarded to the College Council.