



ACADEMIC SENATE MEETING
APPROVED MINUTES
APRIL 30, 2015

Members Present: James Todd (President), Steve Amador, Chad Redwing, Deborah Laffranchini, Allan McKissick, Allen Boyer, Belen Robinson, Bob Droual, David Chapman, Elizabeth David, Ellen Dambrosio, Eva Mo, Jim Howen, Layla Spain, Mike Adams, Nancy Wonder, Rob Stevenson (sub for Paul Berger), Shelley Circle

Members Absent: Adrienne Peek, Curtis Martin (Vice President), James Dorn, Jim Stevens, Kevin Alavezos, Luis Rebolledo (ASMJC President)

Guests Present: Andrew Campbell, Barbara Jensen, Asia Reed, Scott Davis (CSU Stanislaus)

I. **MINI-LESSON** - none

II. **APPROVAL OF ORDER OF AGENDA ITEMS**

M/S (E. Dambrosio, B. Robinson) Move to approve the Order of the Agenda Items.

J. Todd suggested moving G.E. Pathways Project with CSU – Stanislaus up higher in the list when Scott Davis arrives. He will be coming with a Power Point presentation.

M/S/C (E. Dambrosio, B. Robinson) Move to approve the Order of the Agenda Items.

17 Ayes, 0 Opposed, 0 Abstentions

III. **APPROVAL OF THE MINUTES (March 19, 2015, April 2, 2015, April 16, 2015)**

A. McKissick pointed out a couple of changes in Apr. 16, 2015 minutes. One change was that he did not make a 2nd to a motion, on page 3, top of the page. The change to be made is 2nd heard, but unknown. The next change was to add to a sentence in the Curriculum Review Process debate to show J. Todd explained that the latest version of the curriculum process was that for transferable courses, the C-ID would become standard under the circumstance as described in the proposed process; and, the course outline of record would follow the units listed on the C-ID. A. McKissick did not want the minutes to be confusing.

M/S/C (E. Dambrosio, D. Chapman) Move to approve the minutes of Mar. 19, 2015, Apr. 2, 2015 and Apr. 16, 2015 with changes.

16 Ayes, 0 Opposed, 1 Abstention – David Chapman

IV. **CONSENT AGENDA**

A. Appoint James Todd, Ellen Dambrosio and Albert Smith to the Dean of Student Equity Hiring Committee, and appoint Iris Carroll as an alternate.

The Consent Agenda was passed with no objections.

V. **ACTION/DISCUSSION ITEMS**

- A. New and Continuing Business
1. Hiring Prioritization Process (Revised) 2nd Reading

J. Todd went over the Instruction Council Hiring Prioritization Process prior to the discussion. The plan is to have on Institute Day in the Fall an Institutional Outlook Report that talks about our short-term and long-term goals. J. Todd mentioned what might be included in the Institutional Outlook Report.

There were discussions at Instruction Council on what elements needed to be included and how to include non-instructional with instructional in the Growth Position Presentations. Originally there was discussion of having two lists sent forward to College Council; one for non-instructional and one for Instruction, but they decided it could be done well as a group. It

was decided that the Instruction Council could somehow combine the list and think about the needs since Equity and Student Success were brought into the process.

The retirement announcement timeline is a big thing to pay attention to. J. Todd briefly went over the details of those timelines.

M/S (R. Stevenson, L. Spain) Move to accept the Hiring Prioritization Process for a 2nd Reading.

B. Robinson after looking at the Retirement Announcement Timeline suggested a chart to be used as a visual as an opportunity for people to plan for retirement in the future. J. Todd said this could be added very easily rather than something that needs to be deliberated.

A. McKissick mentioned that at the last meeting there was going to be a change made on page 3 under Retirement Announcement Timeline and Replacement Positions. He pointed out that it should read:

“In terms of consideration for a replacement position, the deadline for announcing a retirement is September 30th each year”.

M/S/C (R. Stevenson, L. Spain) Move to accept the Hiring Prioritization Process for a 2nd Reading.

17 Ayes, 0 Opposed, 0 Abstentions

J. Todd will include the visual chart and recommend the principle statement to the Instruction Council for next year and include the additional wording at the beginning of the Retirement Announcement Timeline and Replacement Positions.

M/S/C (E. Mo, R. Stevenson) Motion to direct the Instruction Council representatives in consultation with the Instruction Council and Academic Senate to work on and draft a principle statement of value to guide the use of this process.

17 Ayes, 0 Opposed, 0 Abstentions

2. Faculty Hiring Procedures and Diversity – Skipped as Al Smith was not in attendance but at some point Al Smith would like to talk to this body regarding diverse hiring and to go over the agreement at the district regarding some of the old Equal Employment Opportunity (EEO) language and update it.

3. GE Pathways Project with CSU – Stanislaus

J. Todd briefly went over what GE Pathways is and what the goals are.

Scott Davis, from CSU Stanislaus, shared some results of conversations that have taken place between faculty at Stanislaus State and MJC for several years which includes the planning and execution of several regular and ongoing activities. S. Davis also shared a Power Point presentation: The Discussions, Compass Grant Outcomes, the Participants, Pathways, GE Pathways at CSU Northridge, Types of Pathways Possible at CSU Stanislaus, Benefits of Pathways, and What We Want and included discussion and questions during and following the presentation.

4. ASCCC Spring Plenary Recap – C. Redwing briefly recapped the Spring Plenary.

5. Part Time Faculty Award

After conversations at State Academic Senate, J. Todd felt there needs to be more awards given to part time faculty. It would take a sub-committee of the Senate to organize some applications and decide on a name and process for the awards. It could be something that is given out in both the spring and the fall and would be something to show our part time faculty the praise they need.

M/S/C (A. McKissick, E. Mo) Move to direct the Executive Committee to appoint a task-force to make a proposal to the Senate.

16 Ayes, 0 Opposed, 0 Abstentions

It was noted that Shelley Circle left at 4:50 p.m. prior to this motion.

6. eLumen and Assessment

J. Todd mentioned that E. Kerr will be leaving the Assessment Workgroup and he will be putting out a call for anyone that is interested in doing assessment. It is a possibility that more than one person could be doing this, or several doing the job and splitting the reassign time and would involve both Program Review and assessment as a package. He will be working with E. Kerr to get things ready to upload into eLumen. They have been given a timeline but a lot of things need to happen with our MIS data in Marty Gang's area first.

7. FSAs

J. Todd mentioned that Academic Senate has received FSAs for faculty that were hired this year and does not understand why they have been received. He will find out if they can be signed and given to HR as original initial hires. He does not want to do a lot of paperwork and have to find people to sign these FSAs if this will suffice. If not, J. Todd will be contacting people for assistance.

8. Faculty Handbook

J. Todd had asked E. Dambrosio to update the Faculty Handbook, but E. Dambrosio found it to be obsolete and that it addressed a lot of items that have now been updated. A lot of the items and forms should be found online. Originally it was a 6 – 8 person job and would now be at least a 5 person job. E. Dambrosio wondered if we should figure that everything is out there and can be found online.

Discussion took place and it was mentioned that this could be a major project and was suggested possibly in Fall 2015 working with Joshua Sigman to create a Faculty website, and after getting organized start adding links to a variety of items and documents. It was suggested an email could be sent out requesting suggestions and put them into a folder and then in the Fall do a Table of Contents. Someone commented hosting it on the Academic Senate website would get faculty to look at the website.

9. Program Review – was covered in eLumen and Assessment discussion.

10. Shared Governance Issues and Suggestions

A. McKissick mentioned it is critical to review Engaging All Voices and possibly make changes. There was some call for commentary for concerns and he doesn't want the impression left that everyone thinks it should be left as is, not concerned or not interested.

J. Todd said this is not a process that has a deadline and there needs to be better conversations now and in the Fall as to what is working and what is not.

A. McKissick said after language was inserted, which recognized the role of the Senate that was left out of the first version, it did not trickle down to some revisions of the council descriptions. A. McKissick said it is time to finish the work and have an integrated consistent document. A. McKissick is hoping, before C. Martin begins as Academic Senate President in the Fall, to have it communicated to the President that Academic Senate is interested in engaging in this.

J. Todd wanted to make sure the charge for the Curriculum Committee gets worked out within the Senate and gets posted. Also needs to make sure the different committees are associated inside of it where DE is. There is also a concern for a first date to re-meet for the Technology Committee which is hopefully in the Fall.

E. Mo was asked to find out from M. Smedshammer at Distance Education where he would like to be situated, and he said he did not mind the idea of what the Library had brought forward.

J. Todd said he will make sure this conversation continues and will pass these notes to C. Martin.

VI. INFORMATIONAL ITEMS - None

VII. REPORTS

A. ASMJC Senate – Luis E. Rebolledo

A. Campbell wanted to commend Academic Senate for all the work they have done and wanted to commend J. Todd for all the work he has done and that it really showed that he was there for the students and presented him with a gift.

B. President's Report – James Todd

C. Legislative Analyst Report – Deborah Laffranchini

D. Accreditation Council – Brian Greene – Report Following

E. Dambrosio mentioned there was an Accreditation Council Action Plan in the packet. Accreditation Council met a couple of times and discussed how to work on each of the standards given the new structure and they decided that councils and groups on campus could assist in providing the information needed. They identified in each Standard which groups or councils would have the needed information and would leave it up to each group or council to direct its members to assist. This information is needed two years down the road, but they would like to begin gathering data in the Fall.

E. Instruction Council – Deborah Laffranchini

F. Facilities Council – Jim Howen

G. Resource Allocation Council – Kevin Alavezos

H. College Council – Curtis Martin

I. Faculty Representative to the Board – Bill Anelli

J. Curriculum Committee – Curtis Martin or Barbara Adams – *Moved to the top of New and Continuing Business*

K. Distance Education Committee – Eva Mo – Report Following

L. Student Services Council – Ross McKenzie

M. Faculty Professional Development Coordinating Committee and PDCC

N. Outcomes Assessment Work Group (OAW) – Eileen Kerr

O. District Advisory Technology Committee – John Zamora

VIII. ITEMS FOR FUTURE AGENDAS

IX. ANNOUNCEMENTS

X. OPEN COMMENTS FROM THE PUBLIC

XI. OPEN COMMENTS FROM SENATORS

R. Stevenson mentioned that J. Todd helped build bridges between faculty and administration, gave Academic Senate strong and consistent leadership and brought back a little morale to a roughed up faculty. R. Stevenson commended J. Todd for his hard work and his consistent leadership to the Senate body.

C. Redwing wanted to make comments about how J. Todd leaves Academic Senate; as being a tenacious advocate for what he believes in and as a farewell gift Academic Senate provided J. Todd with a gift.

J. Todd made a few departing comments and said there is still so much to do and this job is never-ending and C. Martin has stepped into something that will be a lot of work in the future. Even though there has been an intense amount of work and there are many different opinions, the main priority is the students and that is what makes MJC a good institution.

XII. ADJOURNMENT Adjourned at 5:45 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."

Accreditation Council Action Plan

Potential Standards Committees Composition

Task relevant councils and committees with identifying people to help:

Standard 1: College Council, OAW, Success & Equity Committee, Researcher

Standard 2: Instruction, Student Services, OAW, Curriculum, Success & Equity, Distance Education

Standard 3: RAC, Facilities, DE, YFA, District (e.g. Marty, Teresa, Gina), Al Alt

Standard 4: Senate, Deans Cabinet, College Council, District

Specific Recommendations

- Councils to regularly discuss College Mission and review institution set standard. ACTION: ? LEAD: ?
- Campus climate survey needed for faculty and staff. ACTION: Contact Nora LEAD: ?
- Revive program maps for degrees and certificates. ACTION: ? LEAD: ?
- Discuss outcomes-based grading (Curriculum, Senate, IC, etc.). In addition, look into Professional development options and include in new faculty orientation. ACTION: LEAD: James/Curtis?
- Off-site services. ACTION: Contact Pedro LEAD: ?
- Ask Marty about 2.C.8 (the institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained.) ACTION: ? LEAD: ?
- Role of Professional Development Coordinating committee, including for staff development. ACTION: ? LEAD: ?
- Quality Focus Essay, a new element of the self-evaluation. ACTION: ? LEAD: ?
- Review and revise Engaging All Voices document per planned timeline. ACTION: ? LEAD: ?
- Presentation to YCCD Board regarding accreditation. ACTION: Schedule meeting LEAD: ALO
- Update board policies to link to current accreditation standards. ACTION: Contact policy and procedures committee LEAD: ?

Standards in Need of Attention

Ensure college and faculty leadership is aware of the following areas of potential deficiency and encourage proactive focus on address the concerns.

- I.B.3 – College mission needs to be at forefront of decision-making
- I.B.5-9 – Communication, equity, disaggregation issues need to be addressed
- I.C.3 – More meaningful communication with public is needed
- I.C.5 – Ensure integrity in everything we do
- 2.A.9 – Certificates and degrees awarded based on grades, which aren't necessarily the same as outcome achievement
- 2.A.15 – Program discontinuance not yet adopted/institutionalized
- 2.B.1 – Insufficient offsite support services
- 2.C.1 – Insufficient offsite support services
- 2.C.3 – Insufficient offsite support services
- 3.A.1 – Job descriptions
- 3.4.6 – Faculty evaluations include assessment of student learning component
- 3.A.8 – Integrate adjunct faculty into campus life
- 3.A.9 - Sufficient staff
- 3.A.10 – Continuity of leadership (e.g. deans)?
- 3.A.12 – Assessment of hiring practices in regards to diversity
- 3.A.14 – Assessment of professional development opportunities
- 3.B.2 – Maintain facilities
- 3.B.3 – Assessment of facilities
- 3.C.1-4 – Defunct Technology Committee, absence of replacement tech replacement plan, etc.
- 3.D.10 – Financial Aid oversight issues?
- 4.C.10 – YCCD Board evaluation