

**Mission College Academic Senate
Ext. 5413
Unapproved Minutes
Thursday, February 1, 2007**

I. Call to Order/Roll Call

The meeting was called to order by President Cathy Cox at 2:10 p.m.

Senators	A	P	Senators	A	P
Beggs (Ext. 5188) AAS		X	Lavallo (Ext. 5399) Math		X
Brichko (Ext. 5222) CATA		X	Malchow (Ext. 5370) Communc		X
Brodie (ASB)	X		Martin (Ext. 5356) Tech	X	
Cogswell (Ext. 5388) AAS		X	Moles (Ext. 5113) ESL		X
Cox (Ext. 5165) Pres/Comm Svc		X	Ostrander (Ext.5274) StudDev.		X
Hernas (Ext. 5169) Comm Serv		X	Pembrook (Ext. 5275)CommServ		X
Juncker (Ext. 5229) Communctn		X	Perlas (Ext.5041) Stud.Dev.		X
Kashima (Ext. 5319) ESL		X	Thickpenny (Ext. 5287) CATA		X
Guest: Y.Coleman, H.Robles		X	Guests: J.Williams, J.VanTassel		X

II. Approval of the Minutes

The minutes for the December 7, 2006, meeting were accepted and approved as submitted (M/S/P – Pembrook/Kashima).

III. Order of the Agenda

The Senators agreed to reorder the agenda to accommodate Ms. Coleman who is expected to arrive at 3:00 p.m. (M/S/U – Cogswell/Beggs).

IV. Oral Communication from the Public

Senator Lavallo advised the Senate that there is a significant problem with the lighting over the white boards in the new classrooms on the third floor that impacts instruction. Clement Lam has agreed to advise Interim VP of Instruction, John Williams at the next Division Chair Council meeting. Senator Ostrander noted that DISC may be able to help if the lighting is not in compliance with regulations. Senators Cogswell indicated that her students love the new classrooms overall, and Senator Malchow indicated a major problem regarding the number of chairs and desks/tables in the classrooms. President Cox stated that faculty members need to be advised by the Office of Instruction regarding room capacities and policies regarding moving of furniture. She will discuss the matter with John Williams.

V. Information & Announcements

1. Senator Pembrook reported that the Leadership Academy held three workshops over the break, serving approximately 14 students in each workshop. The academy has achieved great success to date.
2. Senator Perlas announced that the “Recruitment Strategies Webinar” (Videoconference) will be held at Mission College on Wednesday, February 7th from 9:45 a.m. to 1:00 p.m. Participants will learn how to identify and implement best practices in student recruitment, evaluate and perfect recruitment strategies, and gain and sustain a competitive advantage.

3. Senator Ostrander advised that a folder with information on the Adaptive PE class will be available to interested parties in the Academic Senate Office for information. There will be a power point presentation at the February 8th meeting of the Academic Senate.
4. Ann Cowels has announced that the start date for the LVN to RN program has been changed to January 2, 2008. This will allow time to ensure that all requirements for a new program have been met.
5. Daniel Peck has provided President Cox with a draft report from the State Chancellor's Office on Accountability Reporting for the Community Colleges (ARCC). This matter will be placed on the February 8th agenda for discussion, and again on February 15th so Senators can give feedback. The document will be sent to the Senators via e-mail and Cathy emphasized that only four pages pertain to Mission College.

V. Administrative Business/Actions/Appointments

- A. Curriculum Committee** - This item was temporarily deferred to later in today's meeting.
- B. Staff Recognition** - A resolution was presented and approved (M/S/U – Beggs/Perlas) and will be brought forward at a future meeting.
- C. Committee Appointments**
 - 1. District Equivalency Committee** – Cathy explained the responsibility of this committee and that Rod has attended equivalency meetings in the past. The Senators approved the appointment of Rod Pavao to this committee (M/S/U – Cogswell/Brichko).
 - 2. Hiring Committee/Dean of Workforce & Continuing Education** – Cathy explained that this committee is being reconstituted. Haze Dennis, Anna Szabados and Pat Hudak served on the previous committee. Haze and Anna have resubmitted their names for consideration, along with Cindy Vinson. The Senators approved the appointment of all three faculty members to this committee (M/S/U – Juncker/Cogswell).
 - 3. MCAS Associate Faculty Representatives** – The Senators were advised that a call has been issued from the Senate office for associate faculty to serve on the Senate with a deadline of February 15, 2007.
 - 4. Staff Development Committee** – Heather Rothenberg has requested that Cindy Vinson be appointed to this committee and the Senators unanimously approved Cindy's appointment (M/S/U – Cogswell/Juncker).
 - 5. BAM Subcommittee** – Cathy explained that Dianne McKay will not be able to serve on this committee with Ellen McAlister as she has been asked to serve on the ASCCC Basic Skills Committee. Cathy asked for direction on how to proceed and she was directed to issue a call for interested faculty to fill Dianne's seat.
- D. President's Report**
 - * In addition to the attached report, Cathy advised that she scheduled meetings with Trustee Constantine, Lucas and Cordero and had an informal, free-range conversation with each of them. These meetings are intended to build a relationship with the members of the Board, listen to their concerns, and present faculty's concerns. Any thoughts on how to proceed with these meetings would be appreciated.
 - * Cathy reported that a number of issues will be addressed this semester.
 - * She reported that the relationship between the two college Academic Senate Presidents has been cordial.
 - * A member of the ASB has contacted Cathy regarding concerns about the cost of textbooks, and broached the possibility of developing a web site to access information regarding textbooks. She provided the student with contact information and she will keep the Senate apprised.

- E. Other Reports** - Senator Cogswell reported that the President's Search Committee is currently reviewing applications and the process is moving forward.

VII. New Business

A. Update on State of the College

Interim President Harriett Robles introduced and welcomed John Williams, Interim Vice President of Instruction. Harriett came today to update the Senate on items of interest. She noted that while many tasks will prove to be challenging, they will also present an opportunity for change.

* Enrollment – Harriett reported that Mission College is almost up 4% in head count. Unfortunately, head count does not translate into FTES and the college is currently below its goal of 1,000 FTES. Additional sections have been opened where necessary and some under enrolled sections have been closed. She reported that West Valley College is also under its goal and the two colleges are working together. It is anticipated that the late start classes and summer session will enable the District to reach its goal.

* Hours by Arrangement (HbA) – This issue will impact the District. The colleges are both undergoing a formal audit mandated by the State Chancellor's Office in terms of policies and procedures relative to HbA for 2005/06 and Fall 2006. Dona Boatright worked on this matter last semester and will continue to work with the auditors and with the cooperation of departments and divisions. The expected timeline for completion of the audit is the end of the Spring semester and will probably result in a reduction of FTES. Any questions regarding this matter should be directed to Dona Boatright.

* Accountability Issues – Mission College has been clustered in a comparison with other colleges and needs to incorporate accountability into its planning. Harriett reported that the Institute of Higher Education released a report today entitled "Rules of the Game," dealing with how the State's policies create barriers to the completion of education. The report is critical of community colleges and the State Chancellor's Office is questioning some of the assumptions and conclusions in the report. Harriett agreed that there are some issues that need to be addressed, such as the funding mechanism based on FTES.

* Accreditation – Jonathan Brennan has been working hard on the college's self-study report, which is to be completed by the end of this semester. The report must go to the Board of Trustees for approval prior to being submitted to WASC. She emphasized the need for as much participation of faculty and staff as possible in the development of the report. One recommendation in the Accreditation report deals with a review of the college's general education requirements, which falls under the purview of the Academic Senate. It is her expectation that the Senate will take the leadership position on this matter.

* Main Building – The recommendation to rebuild has been made to the Board of Trustees and the matter will be discussed at the first meeting of the Board in March. Harriett's position is based on what action is in the best interest of our students from an educational perspective. She acknowledged that this is a complex issue with many factors involved.

*E&FMP – The plan needs to be completed this semester and it is most appropriate for the Academic Senate to be involved. She expressed her appreciation for the leadership Cathy has displayed. Meetings have been scheduled for every Friday in March. The process needs to focus on the future and result in an outline of where the college is headed educationally. Harriett stated that the funding from the State is under a time frame and what we do here at the college depends on what we teach and that must drive the facilities we plan. The E&FMP process is

similar to program review, and, as program review falls under the purview of the Academic Senate, it will need to review the plan adopted some years ago and develop a program review process that is on-going.

* In terms of auditors and faculty certification of first census, Harriett explained that there are issues either in terms of processes or the enforcement of processes. There is a need to be more systematic and to hold ourselves more accountable.

Harriett stated that the college needs to ensure that it does not lose site of new ideas during the process of assessing and evaluating. We need to be open and consider new directions and new career opportunities and use those to our advantage. She would like to return to the Academic Senate to present some concepts. Once the faculty understands the possibilities, she is certain they will be open to the development of new programs and initiatives. (A motion to extend discussion for an additional five minutes was passed (M/S/U.))

Discussion was opened to the floor and Senator Malchow raised concerns relative to the difficulty the Title V program is having with the adoption and institutionalization of the grant's programs, which is an obligation of the grant. He also referred to difficulty recruiting instructors for learning communities due to the lack of compensation. Harriett explained, relative to Title V, that the college has an obligation to institutionalize the program, and it is not the only situation in need of full-time planning, i.e. the LVN to RN Program. The Budget Allocation Model is up for review and the college needs to map out its commitment and obligations and play out the consequences as well. Relative to learning communities, she opined that there are ways to conduct learning communities that do not cost anything. This is another area in which she would like to present some ideas to the Senate at a future meeting.

It was announced at this time that Jeff Cormier passed on the "Raising the Bar" award to Yolanda Coleman. As agreed, the order of the agenda was suspended and moved back to Item VI.A.

VI.A Curriculum Committee Report

Yolanda Coleman reported that the committee approved over 200 pieces of curriculum last December. She noted that although the committee did not meet as directed by the Senate's resolution, the Tech Committee members met to fulfill their release time obligations and to ensure that submitted curriculum would be ready for approval when appropriate. Yolanda advised that not all new courses approved in December will make it into the Fall 2007 schedule. The courses will be presented to the Board for approval on February 15th and it is expected that the schedule production will begin on February 16th. Revisions, however, should be listed in the schedule. She acknowledged that the Office of Instruction is doing the best it can.

* Yolanda noted that the curriculum approval process has moved to CurricuNet, an online course management system. All courses will be entered into the system. She encouraged all faculty to use the system (www.curricunet.com/Mission) and contact either Betty Ensminger, Kara Dworak or herself for any assistance. To enter the system, enter your first initial and last name and use "changeme" as the password. Cathy advised that Ken Oda is redesigning the MC Academic Senate web site, and she will suggest that there be a link to CurricuNet. At this time, Senator Pembroke stated that there is a lack of communication and interaction with distance learning courses. Yolanda explained that persons pertinent to the approval of a course will be notified via

e-mail and asked for approval. Cathy expressed concern as to who determines who receives the notification. She emphasized that the committee should articulate with departments to ensure that the appropriate person is notified. Senator Ostrander advised that DISC be made aware as well to ensure that the content meets the requirements of accessibility. Cathy suggested that the Senate consider scheduling a review of and possible revisions to the curriculum approval process.

* Yolanda reported that the committee needs a representative from CATA. Senator Thickpenny advised that no one has volunteered as yet.

* The Adaptive PE issue will be discussed in curriculum briefly on Monday, February 5th and on February 12th. Cathy advised that she plans to attend the meetings in order to stay informed. This matter will be brought to the Senate for discussion on February 8th.

Both Cathy and Betti Cogswell commended the committee for the tremendous amount of work they completed last semester.

B. Discuss MCAS Goals, Objectives and Schedule for Spring Semester 2007

The Senate members reviewed and discussed a potential list for topics to be covered by the Academic Senate this semester. The following subjects have been scheduled for discussion:

1. The discussion on the Adaptive PE issue will continue on February 8th (PE/DISC).
2. A presentation on the District's Enrollment Enhancement Plan will be presented on February 15, 2007 (Smith/Wheeler).
3. A presentation on Hours by Arrangement will be presented on February 15th (Boatright).
4. Three Senate Subcommittees have been formed to cover the review and revisions of the MCAS Constitution and Bylaws, Math Graduation Requirements and Priority Registration concerns.
 - a) The Constitution subcommittee has met and will bring the proposed revisions to the Senate on February 22nd. Cathy is recommending that once the Senate agrees on a document that the Senate call for a forum for faculty to discuss the proposed revisions before the document is sent out for a vote.
 - b) Math Graduation Requirements Subcommittee will meet and report back as soon as possible.
 - c) The Priority Registration Subcommittee will meet and report back as soon as possible.

The following list of topics will be scheduled by the Senate for this semester:

1. As recommended in the Accreditation Report, the Senate will conduct a review of the General Education Plan for Mission College. Cathy agreed to work with the Office of Instruction to develop a plan of action and then call for interested faculty to assist.
2. Update the Program Review Process – Forums on the E&FMP will be facilitated by the Academic Senate. The E&FMP will become the base from which the Senate moves forward with program review. Part of the original plan is to synthesize and present the data to the campus for input.
3. Math Graduation Requirements – The Senate's subcommittee on this topic will meet and report back to the Senate. The State's new requirements are forthcoming.
4. Review and possibly revise the Curriculum Review Committee's approval process to ensure it is in keeping with new systems in place. Cathy will coordinate with Betty on this matter.

5. Ask ACE to consider updating the ACE/Senate Liaison Agreement. The ASCCC recommends that local senates have a clear understanding with their collective bargaining units regarding areas that overlap, i.e. load, hours by arrangement, etc.
6. Review of the budget allocation model process at both the college and district level. At this time, there is no future planning and foresight involved in the process. The Title V grant requires that the college support the program once the grant money is finished. It was reported that the FCMAT Report recommends that the Board of Trustees go to a three year budget. Another view stated is that the process at both the college and district level lacks structure. Budgets are not considered in a strategic manner. The issue of the college's budget model will be brought to the Senate on February 22, 2007.
7. Land Corporation Issues – Cathy advised that the Chancellor has stated publicly that he will ensure that minutes of Land Corporation meetings will be distributed district-wide. It was suggested that the corporation's policies and procedures be made available and accessible as well.

There was a brief discussion on issues concerning the Land Corporation, its Board of Directors, the budget processes and whether or not these issues fall under the purview of the Academic Senate. It was suggested that the Senate consider forming a subcommittee to monitor the Land Corporation. Cathy stated that these issues are not within the purview of the Academic Senate and individuals that live in the community can act outside of the Academic Senate. Anyone can attend the meetings of the Land Corporation. It was argued that there is faculty interest in actions taken by the Land Corporation's Board simply because those actions have an impact on the Senate's 10+1 responsibilities.

8. Invite Peter Anning to give the Senate an Update on Marketing and Advertising the college some time in April.
9. Global Education Committee will present rules and regulations regarding study abroad programs.

In light of the accreditation report, John Williams, the Interim VP of Instruction emphasized the importance of the review and accountability of the General Education Plan, program review, the E&FMP and the budget allocation model that should support the general education plan in order to demonstrate commitment and provide evidence that the plan is doing what it claims to do.

Cathy advised that there will be a FCMAT Report study session at tonight's Board meeting, and the next Land Corporation meeting will be held on February 15th at Mission College at 5:00 p.m.

VII. **Correspondence, Publications, & Announcements**

Correspondence

1. E-Mail dated January 30, 2007, from ACE on the ACE Constitution/Bylaws.
2. E-Mail dated January 29, 2007, from Christina Booth regarding the agenda for the January 31, 2007, DBAC meeting.
3. E-Mail dated January 28, 2007, with an ACE Update.
4. E-Mail dated January 25, 2007, from the Academic Senate for CCCs with an update from its President.
5. E-Mail dated January 22, 2007, with an article from the Capitol Weekly: Community Colleges head to 2008 Ballot.

6. E-Mail dated December 8, 2006, from Interim President Robles regarding the MC projects approved by the Land Corporation on December 7th, 2006.

Publication/Minutes

1. The agenda and the approved minutes for the January 17, 2007, meeting of DBAC and the agenda for the January 31, 2007, meeting.
2. The agenda for the January 24, 2007, meeting of the District Council and the Human Resource Items for the February 7, 2007, meeting of the District Council.
3. The December 11th and January 29, 2007, issues of *FA NEWS* from the Foothill-DeAnza Faculty Association.
4. The agenda for a Special Closed Session meeting of the Board of Trustees on January 11, 2007. The amended agenda for the January 18, 2007, meeting and the agenda for the February 1, 2007, meeting of the WVMCCD Board of Trustees as well as items for consideration.
5. The agenda for the January 31, 2007, meeting of the WVMCCD Audit & Budget Oversight Committee.
6. The agenda for the January 10, 2007, meeting of the WVMCCD Measure H Bond Oversight Committee.
7. The Winter 2007 *Accreditation NOTES* from the Accrediting Commission for Community and Junior Colleges.
8. The agenda for the January 18, 2007, meeting of the Mission-West Valley Land Corporation.
9. The Fall 2006 publication of *CAL STRS Connections* for CalSTRS Members.
10. The November 14, 2006, issue of the *DVC FORUM* from the Diablo Valley College Faculty Association.

Announcements/Conferences

1. A Call for Papers has been issued for a conference on Partnering for Sustainability: Enabling a Diverse Future. The conference is to be held in Indiana on September 6-8, 2007. The deadline for submitting an abstract is February 12, 2007. Additional information is available from the Academic Senate Office (Ext. 5413).
2. The California Great Teachers Seminar will be held in Santa Barbara, July 29- August 3, 2007. Additional information is available from the Academic Senate Office (Ext. 5413).
3. The Economic and Workforce Development Program Annual Conference, "How to Get It Done!" will be held in San Francisco February 27 – March 1, 2007. Additional information is available from the Senate Office (Ext. 5413).

XI. Future Agenda Items

1. Presentation on Enrollment Enhancement (February 15, 2007).
2. Presentation on Hours by Arrangement (February 15, 2007).
3. Discuss and Consider Proposed Revisions to the MCAS Constitution (February 22nd)
4. Discuss & Review MC Budget Allocation Model (February 22, 2007).
5. Update on Marketing and Advertising (Anning) (April).

XII. Adjournment

The meeting was adjourned at 3:55 p.m. (M/S/U - Cogswell/Beggs). These minutes are respectfully submitted by Grace Hazán, Academic Senate Secretary.