

GAP

July 11, 2007

APPROVED SUMMARY NOTES

Name	P	A	Name
Brodie, Jimmy	X		ASB President
Charland, Ray			Academic Senate at Large
Cox, Cathy	X		Academic Senate President
Hudak, Pat	X		Academic Senate, Faculty-at-Large
Jahan, Mina			Instructional Technology
Johnson, Penny	X		Vice President, Student Services
Loi, My	X		Classified Senate
Lowenberg, Rachel			Division Chair Council
Masury, Doug			Classified Senate President
vacant			Division Chair Council
Miller, Bob	X		Student Services Council
Negash, Worku	X		Administration
Peck, Daniel - Ex Officio	X		Research Analyst
Sanidad, Dan			Administration
Sienna, Phil			Academic Senate
Singh, Shoba	X		Classified Senate
Robles, Harriett	X		Int. President
Wheeler, Antoinette	X		Dean of Instruction
Williams, John	X		Interim VP of Instruction

ACADEMIC SENATE MEMBERS:

Anna Brichko	Academic Senate
Stephanie Kashima	Academic Senate
Helen Ostrander	Academic Senate
Margaret Juncker	Academic Senate
Mary Ashley	Academic Senate
Kathy Beggs	Academic Senate

GUESTS:

Jonathan Brennan	Accreditation Liaison
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1. Accreditation Self Study Review: Today's meeting was a combined Governance and Planning Council meeting and Academic Senate meeting to have each body review the latest draft of the Accreditation Self-Study Jonathan Brennan has been editing.

Jonathan asked that the two groups work together in teams to read through the summary and evaluation portions and use the evaluation form he passed out to verify accuracy, identify if there is evidence, etc. The questions to keep in mind included:

1. Are the responses in these sections clearly meeting the Standard?
2. Are the responses concise?
3. Are they accurate?
4. Do they make sense?

For the Planning Agenda section, Jonathan noted that some standards have completed this section and some have not but not all require planning agendas. However, for those that do, these are the questions he asked the teams to use to verify accuracy:

1. What is the identified action?
2. Who is responsible?
3. What is the timeline?

He asked that we look for and avoid statements such as “the college should continue to” and be as specific as possible.

Following is a list of teams and their sections*:

Penny Johnson and Cathy Cox	Standard One
Mary Ashley and John Williams	Standard Three
Margaret Juncker and ???	Standard 2, Section 5
Pat Hudak and Rachel Lowenberg	Standard 2, Section 6
Anna Brichko and Stephanie Kashima	Standard 2, Section 1
My Loi and Dan Sanidad	Standard 2, Section 7
Kathy Beggs and Shoba Singh	Standard 4
Linda Angelotti	Planning Agendas

*Please note that teams changed sections, individuals traded Standards and Sections and moved around during the session.

After working for two hours on the sections, groups who finished their assigned section went on to another section and then broke for lunch. During lunch, members discussed the Planning Agenda items. Also discussed was the need for Accreditation to be an ongoing process throughout the cycle.

At 12:30 p.m., the Academic Senate members left the GAP meeting and the Self-Study review portion of the meeting concluded.

2. **Mission Statement**: The May 30, 2007 draft of the Mission College Mission Statement was approved to go forward District Council that afternoon along with West Valley’s Mission Statement. It will then be taken to the Board in August. The following Mission Statement was unanimously approved by GAP to go forward.

Mission College Mission Statement
GAP
July 11, 2007

Mission College's first priorities are student learning and success.

The College serves the ever changing educational and economic development needs of Santa Clara, Silicon Valley, and the larger community, and seeks to develop community leaders who can participate responsibly in a democratic society and become global stewards in a dynamic world economy.

To accomplish its mission, the College:

- *Provides transfer, degree, and certificate programs in lower division arts and sciences; community, career, and vocational education; and educational opportunities in basic skills and English as a Second Language;*
- *Systematically assesses, evaluates, and improves student learning, educational programs, and student support services;*
- *Maintains an organizational culture that engages in continuous learning and uses the results of systematic assessment and evaluation to inform decision making, allocate resources, and improve institutional policies and procedures;*
- *Provides comprehensive academic and technological resources; and*
- *Provides a variety of culturally enriching experiences that embrace the diversity of the College community.*

3. VP Administrative Services:

President Robles presented her rationale for the reclassification of the Dean of Administrative Services to Vice President of Administrative Services. Last summer the Board of Trustees approved a new job description that reconfigured the Dean of Administrative Services at West Valley to a Vice President of Administrative Services. This new job description has added a number of additional job responsibilities and duties, including overseeing construction and some additional reporting responsibilities to the Vice Chancellor of Administration at the District level.

Due to these changes to the position at West Valley, in order to obtain parity between the two colleges and positions and to ensure that Mission College has the level of support it requires for administrative service functions, President Robles wants to move forward with the reclassification of the Dean of Administrative

Services at Mission College to Vice President of Administrative Services of Mission College.

Some discussion ensued about the new duties this position would assume and the reporting areas that will take place. The new Vice President will continue to report directly to the President of the college, but in addition, there are budget administration duties that will require the VP to report also to the Vice Chancellor at the District and receive assignments from that office. The scope of what is going to be managed is broader and the complexity much greater. The College's bond projects will eventually require a full-time person to be paid for out of the bond money and this person will need to report to the Vice President. Expectations of this position are enormous. Planning forums and arrangements will be passed to the Vice President's office along with possible reconfiguration of the facilities and safety committees. A third tier of building projects could arise if the decision to go out for another bond is reached in 2010 or 2012.

It was also pointed out that this kind of decision is an administrative decision and is not within the purview of shared governance and is permissible under Title 5. It was agreed that there was no reason not to go forward with presenting this reclassification to the Board for its approval.

President Robles closed the meeting by talking about all the hard work ahead of the College. She advised that we need to "work smarter, because we can't work any harder." She has met with a process mapping firm to look at our curriculum and scheduling processes from the very beginning to the production of the schedule and the catalog. The goal will be to identify those points in the process that are not well defined or create problems and identify possible remedies to ensure that the systems work for staff, not against them, and result in more efficient and effective outcomes.

Meeting was adjourned 1:15 p.m.

Summary submitted by Linda Angelotti, July 17, 2007.