

**Mission College Academic Senate
Ext. 5413**

Approved Minutes

Thursday, April 5, 2012

Copies of the MCAS minutes & agendas can be found online at:

http://www.missioncollege.org/senate/agendas_minutes.html

I. Call to Order/Roll Call

The meeting was called to order by President Dianne Dorian at 2:25 pm.

Senators	A	P	Senators	A	P
Abdeljabbar (Ext. 5250) B&T		X	O'Neill (Ext 5082) LA		X
Beggs (Ext. 5188) AAS		X	Piekarski (Ext.) AS		X
Brown (Ext. 5315) LA		X	Student Senator Nguyen/Peters		X
Dorian (Ext. 5312) President		X	Retterath (Ext. 5328) M&S		X
Glaser (Ext. 5093) LA		X	Sun (Ext.5570) B&T		X
Guardino (Ext. 5398) SS/Tran		X	Thickpenny (Ext. 5287) LS		X
Johnston (Ext. 5305) LS		X	Trang (Ext.5081) SS		X
Jones AF/B&T	X		Winsome (Ext.5217) M&S		X
Morgan (Ext.5397)	X		Guests: N. Ambriz-Galaviz,		X
Guests: B. Miller, C.Vinson		X	B.Burton, C. Cox, P. Jones,		X

II. Order of the Agenda

It was agreed that Item VI.B (Reports) will be addressed immediately following Item IV.

III. Approval of the Minutes

The minutes for the March 22, 2012, meeting of the Senate were approved as submitted (M/S/P – Sun/Retterath).

IV. Oral Communication from the Public

Senator Guardino advised the Senators of a Student Services Division’s concern relative to the hiring process for the Puente Counseling position. She read the following statement from the division:

“ The Mission College Student Services Division is concerned that the counseling position, with a specialty in Puente, was posted during Spring Break without input from any Division or Department faculty member, including our Division/Department Chair. A similar hiring process issue was addressed previously at an Academic Senate meeting on March 1st and 8th, 2012.

The current concern (*effective Spring Break 2012*) is that this same hiring process has now reoccurred with regard to this Counseling Puente position.”

President Dorian informed the Senators that she has advised Norma and Penny of the situation and it is her sense that this matter will be addressed appropriately. She emphasized the need for a task force to deal with the Faculty Hiring Process to ensure that the policy and process is clear and in place.

Senator Retterath urged faculty to review the 2010 study on mental health sent out to all by Rosalyn Chan as it is informative and useful for all to be aware.

As agreed the agenda was moved to Item VI.B (Reports).

VI. Administrative Business/Actions/Appointments (40 Min)

B. Other Reports: **1.** Cindy Vinson, Chair of the Distance Learning Committee advised that the committee was prepared to send out RFI's for a new course management system when the news was received that Angel was able to continue to serve the District. The task force decided not to consider other management systems as it was determined that to remain with Angel was in the best interest of the college and the students. When asked if the task force investigated other systems and considered cost, Cindy explained that most vendors will not provide a cost. She also noted that vendors that support open sources were also considered, and free sources would require a vendor to support it. The District is paying approximately \$150,000 - \$170,000 for Angel, which is comparable to other vendors. The effort to change systems would involve an enormous amount of work for faculty and the students would be affected as well. Since there is an indefinite extension from Angel, it seemed the most effective way to proceed and is in the best interest of the faculty, the colleges, and the students. Blackboard has indicated it will provide indefinite support for Angel and if it is discontinued, Blackboard will give us ample time to find another system.

2. Senate Members Terms: The current list was reviewed, and President Dorian requested that the Senators go back to their divisions and determine who will serve on the Senate and for how long. She requested that they send the information directly to the Senate Office. There are times when the Senate has to meet during the summer session, and it would be helpful to know who is on board.

C. Committee Appointments

D. Recognition

The order of the Agenda was resumed.

V. Information & Announcements (College & District (5 Min)

1. Senate Replacement - President Dorian introduced and welcomed Ashley Piekarski of the Chemistry Department. Ashley is in her first year of the tenure process and has received approval from her tenure team to serve on the Senate. She will be completing Salaam Al Bakar's term on the Senate.

2. Library Book Sale - Cathy Cox advised that the Library is having its annual book sale and has asked Worku Negash to select books that would be useful to the Andinet University in Ethiopia. Worku is a founder of the university. She noted that the Library is not permitted to donate school materials, so the Library is inviting faculty and staff to buy the books selected by Worku and donate them to the university. A plaque will be placed in each book with the donor's name. The money will go to the Library and the books will go to the university.

Student Trustee Peters advised that the ASO is planning a service week from April 15-21, 2012, and they plan to collaborate with the Library on this project as part of service week.

3. Mental Health and Wellness Day - Senator Guardino advised that a mental health workshop will be held on April 12, 2012. Extra credit forms are available for students.

4. Academic Senate Secretary – President Dorian announced that a new secretary has been hired

for this position. The item will go to the Board for approval on April 17th, and she will begin to serve starting April 23, 2012.

- 5. Prerequisite Implementation Task Force** – Senator Brown asked if there was a time commitment for those who will serve on the task force. Ms. Cox indicated that much depends on the recommended guidelines from the State and expects that the task force will be working into the Fall. It may require one to two hours per week, and it is not expected that the committee will meet during the summer at this time.

VI. Administrative Business/Actions/Appointments (Continued)

A. President's Report: President Dorian advised that she and Senator Retterath attended the Area B meeting. The MESA resolution was passed and will be presented at the Spring Plenary of the ASCCC. Linda wrote a resolution honoring Ian Walton, who will receive Senate President Emeritus, and Jane Patton will also receive a resolution at the plenary as the outgoing president. The resolutions that will go to the plenary will be forwarded to the Senators for their information.

* **Chancellor's Search Committee** - Dianne advised that the search for a new Chancellor is underway. Interviews were conducted yesterday and additional interviews will take place on Friday.

* **GAP** – Bob Miller reported that GAP worked on the accreditation standard four.

* **New Faculty Prioritization Process** – In order to avoid problems relative to this matter, it has been agreed that the Senate would run through the process in the Spring for the Fall semester. Whether or not positions will be filled is not known. Concern was expressed that the process may be futile if the landscape is different and the process would need to start over again. Norma emphasized that we need to meet the FTES goals since the model is focused on FTES, and she does not foresee anything better.

B. Other Reports: Cathy Cox reported that the CRC has approved the largest list of inactivations on record. She noted that this is due to the fallout from the 2010 program discontinuance process. The committee will look at the Curricunet process and discuss changes to the process. Once the process is reviewed and flow charts established, she will bring the matter back to the Senate for approval. The CRC approved a name change from “course inactivation” to “course deletion,” in order to be clear that the course will not be offered again, and to differentiate from archiving a course which can be re-activated.

C. Committee Appointments:

- 1. Faculty Excellence Selection Committee:** Dianne advised that Peter Anning, Stephanie Kashima, and Dan Sanidad will serve as the administrators on this committee. Dianne, Senator Sun and Senator Zilg have agreed to serve. An additional full-time Senators is needed to complete the committee. Senator Retterath volunteered to serve, and Dianne advised that the packets will be prepared and distributed on Monday.
- 2. Faculty Hiring Process Task Force** – Char Perlas and Senator Retterath have volunteered to serve on this committee with Dianne. It is anticipated that the committee will have a draft prepared by the end of the semester for the Senate's review.

VII. Old Business

A. Continue Discussion on Faculty Evaluation Process

Dianne reminded the Senators of Pat Fenton's visit to the Academic Senate requesting that the Senate review Article 26 of the ACE Contract, relative to the Faculty Evaluation Process. Pat has

since advised her that he is expecting that the Academic Senate will develop the terms under the contract, as this item falls under the purview of the Academic Senate as part of the 10+1. Dianne suggested to Pat that the articles should be authored by ACE members, as they are the most familiar with the articles and the history behind them. Pat disagreed, insisting that this is a task for the Senate, particularly relevant to distance learning and accreditation. In a lengthy conversation with Pat, Dianne stated that she could not foresee this task being completed by the end of this semester, and suggested that ACE form a task force to which faculty can be appointed and paid a stipend for work over the summer.

In discussion with the Senators, Dianne stated that these articles have not been revised since the 1980's. She further stated her view that in order to implement teaching, learning and mentorship, a collaborative procedure with ACE should be established. Pat maintains that the Senate should develop a process and ACE will use that process as a faculty position and take it into negotiations. Dianne noted that she has been working with Lance on this matter, and it will be on the agenda for the next District Academic Senate meeting. During discussion, a Senator remarked that Pat asked the Senators to provide feedback, and stated that it is critical that the Senators discuss the matter with their constituents and provide feedback before we can proceed.

Cindy Vinson, Chair of the MC Distance Learning Committee reported that she received a version of the evaluation form from Maryanne Mills, a member of the Distance Learning Committee at West Valley College in 2011. She worked on it and received feedback from ACE stating it was not her business. Cindy indicated that she would prefer that the distance learning evaluation form not be so different from the face-to-face form; they should be parallel. Cindy advised that she will be meeting with the WVC Distance Learning Committee next week. Dianne asked her to report back to the Senate on her meeting with West Valley at next week's Senate meeting. There are many questions that need to be answered and we should not be rushed. Norma noted that a replica of the face-to-face form with changes from the MC Distance Learning Committee is online. The forms in place should be reviewed and contrast with West Valley College's forms. We do not want to have a disparate system as this is an issue being scrutinized by the accreditation team, which is being pressured by the federal government to scope out fraud.. This item will be placed on next week's agenda.

Norma noted that people are rushing to get things done by the end of the year. She recommended that the Senate provide Pat immediately with some contract language at the very least, because the article is being negotiated and ACE needs to be prepared. Dianne agreed that the article needs to be overhauled and ACE should be provided with immediate feedback on the current status.

VIII. New Business

A. Discuss Revisions to the Faculty Handbook

Dianne advised that several revisions to the Faculty Handbook are being considered and Stephanie is seeking feedback from faculty. The current copy of the handbook is available on inside Mission College. The Senators were asked to review the current copy.

B. Consider Requesting Additional Syllabi Statement on Repeatability

Senator Guardino advised that the Counseling Department has recommended that a statement be included in instructor's syllabi regarding repeatability of courses in order to educate students on the law. The law (Section 55024, Sub A.9) states that a District shall establish a policy not to exceed three times with a W. A District may, however, permit another repeat if approved by the CIO with a petition. Any course repetitions after that would not provide apportionment.

Discussion was opened to the floor, and the distinction between course repetition and repeatability was clarified. Course repetition refers to the number of times a student is permitted to take a class that s/he has withdrawn from, received a substandard grade (D or F). Course repeatability refers to activity/performance courses. The policy at Mission College allows for three attempts for course repetitions; the third attempt requires a petition. In addition, Mission College allows for a final fourth opportunity. The Counseling Department has proposed that students be blocked after the second attempt so that they can provide an intervention before a third attempt is made. It was suggested that a standard template be considered for all instructors to use, and Senator Guardino agreed to prepare a draft statement for the Senate's consideration at the next meeting.

Ms. Cox noted that course repetition applies to every course in the college and she noted that regulations will be tightened on repeatable courses as they are now being applied to performing arts and visual art courses as well. Music and art courses will be heavily impacted as well as CTE courses. She urged the Senators to share this information with their constituents and to discuss it with their CRC representatives. Cathy announced that the CRC will discuss this matter at next Wednesday's meeting, which is open to the public and invited everyone to attend.

C. Review Chapter 4 of District Administrative Procedures on Program Discontinuance, Course Approval and Academic Freedom

The District's administrative procedures are under review and appropriate portions in each chapter have been assigned to the appropriate bodies. Chapter 4 deals with Academic Affairs, all of which falls under the purview of the Academic Senate. Specifically Program Discontinuance, Academic Freedom and Course Approval have been assigned to the MCAS to review and recommend language.

Relative to Program Discontinuance, Dianne noted that the procedure can simply state that each college has a program discontinuance policy and procedure and make reference to it. She suggested that the Senate give her the authorization to develop language on this item.

Regarding Course Approval, Dianne suggested that the Senate consider a request to the Curriculum Review Committee to develop some language for the District policy on this matter. A motion to direct the MC CRC to develop some language on Course Approval was passed (M/S/U – Winsome/Retterath).

A lengthy discussion ensued on the matter of Academic Freedom. The language in District Procedure must reference that a policy exists that is in compliance with Title 5. Several Senators raised questions as to what criteria are used to establish that academic freedom has been violated, and examples were cited, such as who has priority to select teaching materials, does the instructor have the right to raise the content level of a course? It was stated that these questions

can be addressed at the SLO assessment, which should be clear as to the desired outcome and that the student should be achieving at the appropriate level.

With particular regard to textbook selection, a Senator opined that it is dangerous to have a policy that chooses textbooks for other faculty. In response, it was stated that large departments teach sequential classes, so there is a need to use the same textbooks. In smaller departments, it may be possible to select a textbook with agreement from the other full-time faculty members. In regard to content level, Ms. Cox noted that Title 5 states that community colleges are teaching lower division college courses. The Prerequisite Implementation Task Force will be considering the recommendation and guidelines for prerequisites, which will require the CRC to review the syllabus level of courses and ensure that prerequisites are being taught at the level necessary to meet the needs of the students. Faculty have the right to add to the content of a course, such as their own examples, assignments etc., but not to exceed the content level.

President Dorian closed discussion stating that the Senate will need to consider the rights of individuals versus departments, and what benefits students the most. This matter will be brought back for further discussion.

IX. Future Agenda Items

No new agenda items were presented at today's meeting.

XII. Adjournment

The meeting was adjourned at 4:20 p.m. (M/S/U). These minutes are respectfully submitted by Grace Hazan, Academic Senate Secretary.