

**Mission College Academic Senate
Ext. 5413**

Approved Minutes

Thursday, March 11, 2010

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 Stephanie Kashima at p.m.

Senators	A	P	Senators	A	P
AlBaker (Ext.5253) Division. II		X	Nakahama (Ext.5433) Division II		X
Beggs (Ext.5188) Division. III		X	Oliver (Ext.5427) Division. III		X
Cabrera AF/ Division.	X		O'Neill (Ext 5082) Div. I		X
Glaser (Ext.5093) Division. I		X	Pembrook (Ext.5275) Div. VI		X
Harrison (Ext.5340) Division. III		X	Sabherwal (Ext.5357)Div V		X
Johnston AF/ Division.		X	Sun (Ext.5570) Division. VI		X
Kashima (Ext.5319) Division. IV		X	Trang (Ext.5081) Division. V		X
Maldonado (ASB Rep)		X	Winsome (Ext.5217) Division. II		X
Martin (Ext 5349) Division IV		X	Wise (ASB Rep)		X
McKay (Ext.5312) Division. I		X	Guests: R. Doods, J. Vahid, H.V. Pham, R. Wong, J. Dedinsky, C. Cox, P. Hernas		

II. Approval of the MCAS Minutes Dated 2/25 and 3/4.

The MCAS meeting minutes dated 2/25/10 were approved as presented. (M/S/U – Martin/Pembrook)

The MCAS meeting minutes dated 3/4/10 were approved with the correction of marking Senator Pembrook as absent. (M/S/P – Oliver/Glaser)

III. Order of the Agenda

The order of the agenda was accepted as presented.

IV. Oral Communication from the Public

None.

V. Information & Announcements

President Kashima reminded the group of the March 20, 2010, public comment session re: program discontinuance. She asked that the Senators share this information with the advisory committees in technology areas.

President Kashima congratulated all the faculty members who recently received tenure, including Senator Lora Glaser from ESL, Yuko Kawasaki from Nursing , Kelly Neary from Biology, *Theresa Lawhead*)from Counseling, and Chau Nguyen from Counseling.

VI. Administrative Business/Actions/Appointments

A. President's Report: President Kashima reported on the issue of articulation with high school programs (which was first discussed at last week's meeting, 3/4/10). President Kashima read aloud the following email from Articulation Officer Yolanda Coleman:

"...we don't need to be concerned with minimum qualifications for our articulated CTE courses. The focus needs to be on the assessment tool used to determine that the HS students achieve the stated competency and skill required for the course. According to the process that Jackie Slabaugh outlined at the Senate meeting on Thursday (also on the MC Tech Prep site), our faculty must review and approve all course outlines and as well as the assessment(s) in order for a course to be articulated. The process that Jackie has put together is clear and covers all the bases. It is my opinion that we are in compliance and nothing more needs to be done."

According to Curriculum Review Committee Chair Cathy Cox, this is a discussion that needs to take place between our faculty and high school teachers. Ensuring that high school teachers meet our minimum qualifications is not necessary as long as the skills being taught are assessed in the same way we assess learned skills.

President Kashima led a brief brainstorming discussion on nominations for the 2009-10 Faculty Excellence Recognition Program.

B. Other Reports – None.

C. Committee Appointments – President Kashima reported that former WVC Academic Senate President Angelica Bangle is interested in activating the District Academic Senate, which has not convened since November 2006. The issues of quorum and voting still need to be worked out. President Kashima asked the Senate for volunteers to participate on the emails that will be generated on this subject. Senator Pembroke volunteered.

At this time, a blind vote took place for membership of the newly formed Academic Directions Committee. The results of the vote are as follows:

- Judie DelFrate
- Haze Dennis
- Rachel Prescott
- Dianne McKay
- Thais Winsome
- Susan Zeisler
- Pat Hernas
- Yolanda Coleman

VII. Old Business

A. Program Discontinuance Discussion: Presentation of CNET Program and Issues

President Kashima stated that she and the Vice President of Instruction Norma Ambriz-Galaviz met and discussed the data for Computer Networking Electronics Technology (CNET) and since then, Ms. Kashima has gathered more data, all from

public sources. She reminded the group that the MC Academic Senate charged her with creating all program discontinuance proponent presentations. She stated that she does not have a position on whether any program should continue or not. She added that if a program is discontinued, catalog rights apply and students already enrolled in the program will have the opportunity for completion.

At this time, President Kashima presented her PowerPoint presentation in conjunction with a hard copy appendix. (Please see attached). The PowerPoint includes information on Title 5, the Ed Code, , Mission College Academic Senate program discontinuance policy criteria, labor market demand, program completion stats, certificate & degree completion stats, student success data, ASCCC recommendations, Education Master Plan references, and overlap data. Ms. Kashima also compared MC's Computer Electronics Program, Electric Technology Program and Computer Networking Program to all local community colleges. She noted that she only looked at community colleges and not data from private programs. All of this data was distributed in hard copy.

At this time, questions were asked. A Senator asked Ms. Kashima to clarify what she meant by "healthy demand" in her statements about job outlook. President Kashima admitted that this was purely a judgment statement on her part and retracted the comment.

It was asked how local manpower program duplication is determined. Ms. Kashima stated that the data she provided was an identification of all programs in the area under the same TOPS code as those in question at Mission College. A program is any series of courses that lead to a degree. All programs must be State registered under a TOPS code which is a number and a title. Ms. Kashima added that it is important to note that MC offers multiple programs/multiple degrees in the technology area in different departments. She also stated that when a college offers a low efficiency program it must balance it with a high efficiency one.

There was a question about what is meant by "service area." President Kashima explained that our service area is determined by the state and defines the boundaries within which we can serve and recruit students. The WVM District has its own service area; we do not overlap with other community college service areas. We can only advertise and recruit in our service area and the same is true for other community colleges.

A Senator pointed out that it is concerning that no program degrees or certificates were awarded for many years in CNET until 2009.

At this time, a motion was made to extend time for Ms. Kashima's presentation by seven minutes as questions were asked during the presentation instead of during the time allotted for questions afterward. (M/S/U – McKay/Harrison)

Senator Trang noted that the Counseling Office uses the Bureau of Labor & Statistics *Occupational Outlook* handbook as a resource for career trends.

President Kashima noted that the demand for a program is shown by the number of students in seats. There may be many jobs available, but a review must take place when few students are enrolling in a program.

In regard to course overlap, Senator McKay asked whether the faculty involved in the courses were aware of the overlap. Senator Sabherwal stated that people were consulted and were aware of replication. They are now in the process of co-listing the overlapping courses. President Kashima stated that overlapping courses causes student

confusion. They don't understand the need to go into multiple programs in order to take classes. Senator Sabherwal agreed that there is confusion and we must figure out a way to minimize overlap.

Senator Winsome asked whether there is data available on the technology programs at San Jose State University. President Kashima stated that she does not have this information, but spoke with the Dean of Applied Science and Technology at San Jose City College who stated that their tech programs are overflowing.

Senator Martin noted that the Educational Master Plan did not state that the CNET and Drafting courses that were not rewritten into the new Industrial Technology program were supposed to be removed. President Kashima agreed and added a clarification: if a program is under scrutiny, and a portion is revised, what happens to the remaining portion? For this, there was no change made.

Senator McKay asked how it is possible for two courses to combine, produce only 18 students and not be cut. President Kashima answered that this stems from fact that the Performance Goals Committee (PGC) approved plans with different efficiency levels, some lower than others. As long as a program is meeting its goal, those classes are not cancelled. According to Ms. Kashima, in Spring, 2010, the PGC was protective of courses that were already running this semester and did not favor cancelling once a class was active. She continued that being hamstrung by low efficient programs with a low efficiency goal is a serious problem. Senator McKay asked how people are allowed to set their own efficiency goal. President Kashima stated that the PGC of 2008-09 approved the current 09-10 plans and she therefore cannot speak to that. She pointed out that PGC has recently talked about not allowing programs to have below a 500 efficiency.

Senator Pembroke asked what changed in the Fall 2009 to where the CNET suddenly grants five certificates. He also asked whether there is any transfer data. President Kashima stated that she has no transfer data. Senator Trang pointed out that CNET is not *on part of the engineering transfer* articulation agreements. President Kashima stated that if students do not need CNET courses to transfer, and very few are getting CNET degrees or certificates, then what need is CNET serving?

At this time, CNET faculty member and opponent to program discontinuance Hung Pham presented a PowerPoint presentation, which was distributed in hard copy and is attached. The presentation gave the following information: CNET overview and history, reasons for current challenges, steps taken to meet current challenges, recommendations for the future and the rationale for recommendations. It also included performance data, employment trends by occupation, employment projections and advisory committee membership.

At this time, questions were asked. Senator Pembroke asked what is the prospect for job growth, specifically in the computer and electronics area. Mr. Pham stated that there is a demand, but the nature of the job is changing. It requires people to know more than what they needed to know in the past. The downturn in the job market has also affected the prospect for job growth. Senator Pembroke asked why the majority of the advisory committee members are in education – why not from within the tech industry. Mr. Pham responded that the advisory committee has a meeting schedule that is difficult for industry representatives to meet. He added that industry reps do not usually stay in an area for very long and therefore are not able to commit to the committee. Senator Pembroke stated that this is very concerning. A connection to the industry would help

CNET speak competently to the need to continue the program. Certainly there must be some industry representatives that CNET can connect with. Mr. Pham insisted that he is in contact with industry reps – they just do not sit on the advisory committee.

Senator Winsome noted that from the perspective of the Curriculum Review Committee, courses coming through from Tech Studies have different levels of prerequisites than transfer courses. If CNET plans to combine CNET and CIS courses, won't this present problems with aligning curriculum for transfer and vocational students? Mr. Pham stated that it would.

Senator Winsome asked whether there is data available on the tech programs at SJSU and whether MC has a direct pipeline into SJSU. Senator Martin stated that this data is available for IT and will be presented at IT's hearing.

There were concerns from the Senators regarding how the combining of courses affects program integrity.

Senator McKay stated concern with the fact that according to CNET, five years passed between recognizing a problem within CNET and taking action to solve it. She also asked why CNET is under-enrolled when SJCC's tech programs are overflowing. Mr. Pham responded that CNET enrolls mostly students who work around this area and they come and go. Senator Sabherwal added that our student population has changed. Senator McKay responded that if the student population has been changing, then why haven't more program reviews been done? She stated that the time for thinking about resolving the problem has passed; it should have been thought about years ago. There seems to be no aggressive approach to fixing the problem. Senator Martin stated that there has been aggressive action taken. After the EMP was released in 2005, CNET initiated a task force to look for ways to improve; then they were awarded the IDRC grant. Senator McKay responded that there must be something missing from the efforts to change if students are still not coming here. Senator Sabherwal suggested that CNET look into SJCC tech program offerings. Senator Pembroke asked Mr. Pham if he sees enrollment going up or down, and Mr. Pham responded that it is probably going down. He added that it is his opinion that the main reason that enrollment is low is due to the downturn in the job market.

VIII. New Business

A. Discuss and Consider Tenure Track Positions in Nursing Program

This item will be reagendaized due to loss of quorum.

B. Discuss and Consider the Prioritization of Future Facilities Projects for Consideration as Part of a Potential District Bond

This item will be reagendaized due to loss of quorum.

IX. Future Agenda Items -

X. Report out to Divisions

The Senate will discuss information that should be reported out to Divisions by Senators before the meeting minutes are distributed.

XI. Correspondence, Publications, & Announcements

XII. Adjournment

The meeting adjourned at 4:10 pm. These minutes are respectfully submitted by Academic Senate Secretary Lauren Milbourne.

XIII. Planned Future Agenda Items

- A. Discuss and Consider Issues of Academic Integrity in Course Scheduling(20 min) (I/A)**
- B. Discuss and Consider Response to Pick a Prof Request for Faculty Grading Data**
- C. Discuss and Consider Issues Related to Plus and Minus Grading**
- D. Consider Adoption of Institutional SLO Strategic Plan (Fall 09)**
- E. Consider the Inclusion of an SLO question in Faculty Interviews**
- F. Consider Approval of Operating Procedures for Study Abroad Programs**
- G. Standards for Articulation Agreements with High Schools**
- H. Review Local Minimum Qualifications in District**
- I. Discuss and Consider Term of Office for Academic Senate President**
- J. Retention Discussion**
- K. Testing Center and Makeup Testing**
- L. Coordination of Noncredit/Community Ed Offerings and Noncredit/Credit Instructional Programs Offerings**
- M. Computer Literacy as a Graduation Requirement**
- N. Discuss and Consider Compensation for A Senior Office Coordinator Faculty Senate Representatives**
- O. Discuss and Consider Voting Practices for Division and Department Chairs**
- P. Guidelines for Independent Study Approval**