

**Mission College Academic Senate
Ext. 5413**

Approved Minutes

Thursday, March 18, 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 2:14 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	Pembroke (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:		

II. Approval of the MCAS Minutes Dated 3/11/10.

The MCAS minutes dated 3/11/10 will be reagendaized for approval.

III. Order of the Agenda

The order of the agenda was accepted as presented.

IV. Oral Communication from the Public

Senator Winsome stated that a person recently fell and severely injured herself in the walkway between Hospitality Management. Two others have also tripped, but there is no consensus on whether this is an unsafe walkway. Senator Winsome asked that anyone who has also injured themselves there, or witnessed someone who has, please contact her. If this area is considered hazardous, facilities needs to be made aware.

V. Information & Announcements

None.

VI. Administrative Business/Actions/Appointments

A. President's Report: President Kashima asked the Senators for volunteers for the Academic Senate Excellence Awards selection committee. Senators Sun, Beggs and Martin volunteered. President Kashima reminded the group that a new call to serve on the Governance and Planning Committee was sent. A replacement for Yolanda Coleman is necessary. President Kashima reminded the group that the program discontinuance public comment session is set for this Saturday, March 20, 2010.

B. Other Reports – none.

C. Committee Appointments – none.

VII. Old Business

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

This item will be a review of the Drafting Program for the purpose of considering the future viability of the program. This item will include a 20 minute presentation on issues/concerns about the program from President Kashima, 20 minutes of Q&A for President Kashima, a 20 minute presentation on the program by program faculty and Senator Chris Martin and 20 minutes of Q&A for Mr. Martin. No action will be taken on this item at this meeting. Deliberations and action will take place in May 2010.

At this time, President Kashima went through her PowerPoint presentation and corresponding appendix (please see attached), which included the following information:

- Three pieces of criteria to be used in regard to the program discontinuation discussion: Education Code, Academic Senate for CA Community Colleges and Mission College policy on program discontinuance.
- Labor market demand statistics
- Program completion statistics
- Certificate and degree completion
- Program student success data
- ASCCC recommended considerations
- Program discontinuance policy quantitative data criteria
- Qualitative data criteria
- Other indicators to consider
- Curricular integrity

At this time, the Senators questioned President Kashima. Senator Sun requested curriculum updates and enrollment data. Senator Winsome suggested that we look at curriculum side-by-side or syllabi, and course outlines.

There was some confusion regarding the Drafting courses, and President Kashima stated that her data is based on what is listed in the Spring 2010 college catalog. Senator Martin pointed out that Drafting offers three degrees, not two, as President Kashima's PowerPoint states. The missing degree is titled 'Electrical/Mechanical'.

It was asked how long it takes to complete the Drafting program. President Kashima stated that there is no definitive statement of what a reasonable amount of time to complete the program is, however, this information should be included in the college catalog. In her opinion two years is reasonable.

Senator Beggs pointed out that although Drafting offers three degrees, according to data, very few students are earning them. Senator Martin stated that he remembers signing degrees for Spring and Fall 2009.

Senator Trang asked how the data is collected. Director of Library Services Tim Karas stated that the information came from WVC researcher Inge Bond, who got it from the Data Warehouse and any data put into Datatel is put into the Data Warehouse. There were questions as to whether data on degrees is entered into Datatel when a student obtains a degree, or when a student becomes qualified for a degree. It was stated that as

far as Admissions & Records is concerned, data on degrees awarded should be input immediately. As far as tracking students who may be eligible for getting a degree, the college does not have the software to enable this. However, the college is trying to get this software. Senator Martin pointed out another issue in that it is difficult to get students to develop education plans. Senator Trang responded that Senator Martin's students are regularly in the counseling office following through on their education plans.

At this time, Senator Martin presented his PowerPoint presentation.

At this time, the Senators asked Senator Martin their questions. There were questions as to how long Drafting will be able to maintain its software updates. Senator Martin stated that it is not known when Drafting will get further funding, but at this point, it will maintain its software updates until 2011. Senator Martin stated that Drafting wishes to get all labs up to code with software, and wants a 3D printer.

Senator Winsome asked whether the Drafting program has approached industry companies, like Sun, for funding and support. Senator Martin responded that this is a great idea and the Department needs more ideas like these in order to seek out donations. He continued that the Drafting program needs to become more connected to the industry; this will strengthen the program.

President Kashima expressed concern that the green technology course requests were made in 2007. Between then and now, what has the program done to respond to this request? Is Drafting looking to create new degrees? Senator Martin stated that the program would like to streamline existing courses. Maybe changing the name of the Drafting Program for the remaining CAD courses would be beneficial. He added that the program is looking at what it can give certifications for.

President Kashima stated that a program is any series of classes that leads to a degree or certificate. The Senate needs to ask itself whether we want to continue giving degrees and certificates for drafting. We can move them into another management area, or combine courses with engineering, but once you take away degrees and certificates, the program must decide whether to offer courses.

It was pointed out that there is no dialogue between the Drafting Programs of MC and WVC. Senator Pembroke asked whether there has been any dialogue between our Engineering Department and the one at San Jose State University. Have we talked about partnering with them? Senator Martin responded that the Drafting program needs to assess and reassess. Senator Pembroke asked Senator Martin what the short-term potential is for enrollment. What is going to get students into the seats? Senator Martin responded that the first strategy is marketing and the second is a defined pathway. The Department must reach to the middle schools and high schools and look into Pre-engineering curriculum within drafting. President Kashima noted that according to material on IT, those pathways were identified in 2007-08; therefore the pathways should be there today. What happened with the plan to reach out to high schools? Senator Martin responded that in Spring 2009, an event was held on campus for this purpose, and he is now looking to see if any bridges were formed. He pointed out that the program has articulation agreements with four local high schools and they are now traveling to high schools in order to create more articulation agreements.

President Kashima reminded the group that according to the Ed Code, if the program is not meeting all three criteria, it should be discontinued. She expressed

concern with the plans for articulation, with SJSU and with reaching out. All seem to be taking quite a long time, and we aren't seeing gains.

Senator Glaser asked Senator Martin what accounted for the jump in efficiency between Spring 2009 and Fall 2009. Senator Martin responded that the newer software and streamlined courses created this increase. In past years, the program lost credibility due to outdated software.

Senator Pembroke suggested that the drafting program correspond with the Engineering Department and create a plan.

VIII. New Business

A. Discuss and Consider the Prioritization of Faculty Position Hiring for Recommendation to the College President

President Kashima explained that each year, the Division Chair Council works with the MCAS to put together a prioritized list of new hires. The District determines how much money we have available for full-time faculty hires. This year, the District anticipates that there will be two faculty positions available in the District for hiring due to being in jeopardy of falling below the Faculty Obligation Number (FON) which is set by the State Chancellor's Office. The minimum number of FTF is based on the FTES. In the past, the District FON was higher, but with the removal of HbA, the FON was reset and lowered. Last year, there were many more retirements at WVC than at MC, and therefore it appears that WVC will be filling the two positions. However, the MCAS still must go through the process of prioritizing the hiring list. Because MC will likely not hire anyone, the DCC is putting forward the same list as last year, which is:

1. Computer applications
2. Health Occupations 1
3. Reading
4. Health Occupations 2

President Kashima asked for direction from the Senate. Should we send an all college email and ask for Division requests? Senator Winsome stated that Chemistry needs a faculty member. She also suggested that a running list be created and include people who are on the radar for retirement in the future. President Kashima responded that, normally, this list is a running list. Typically requests are submitted from Divisions, but none were this year because there was no money for hiring. At this time, EMT's timeline is unknown, so this list may have to be a list for hirings next year.

A discussion ensued, and it was agreed that the list needs to be reevaluated and opened up. It was noted that because the EMT's timeline is unknown, opening this up to people and asking for their input may create frustration if this does not result in hires until next year. It was suggested that each Division create an informal hiring wish list that is shared once there is an opportunity to hire.

Senator Pembroke asked whether this list will make priority for individuals with secondary Faculty Service Areas? President Kashima stated that the timing of FSAs is kicking in. Under the Program Discontinuance Policy, this could lead to the reassignment of faculty with a secondary FSA. Then that could potentially affect the list.

President Kashima stated that she will need to talk to President Robles about all of this. She suggested that if MC has no chance of hiring this year, then a message to all users will not be sent out.

Senator Winsome suggested that a need for hirings be built into Program Review. That way program reviews can lead to the creation of a master list.

B. Discussion re: HOD Director for LVN/PT/AH Programs

President Kashima explained that this item was requested by Senators Pembroke and Oliver and will be a discussion of the source of funding for the Director position of the Health Occupation Programs and how the failure to find funding may result in the removal of accreditation for the programs from the Board of Vocational Nurses and Psychiatric Technicians.

Senator Oliver stated that the issue stems from the 12.335 release time. The PGC has recommended that the college stand by the recommendation of the contract for department chairs. Allocation of Department Chair release time for Health Occupations has always been included in this 12.335, and has been a 2.2 load, now reduced to .534 in accordance with the formula used by the Division Chairs to calculate department chair release time. The remaining release time amount is 1.66. The duties of a Director position are not the same as a Department Chair, so if additional funding is not put into place, there will be no Director. Senator Oliver described the duties of the Director. Release time is required to run programs; with no Director, there will be no program. Senator Oliver encouraged the Senate to consider the importance of Director positions and for the college to find funding for these positions. Senator Pembroke stated that CBAC has been asked to look for funding. It was pointed out that when the college agreed to start up these programs, it was known that adequate release time was needed and therefore it was not taken out of the 12.335. Senator Harrison stated that this was detailed in the ACE contract. However, apparently, two years ago, the union negotiated this away. Senator Oliver stated that the program does not want the Director release time to be taken out of the 12.335 because it would deplete other programs.

Senator Oliver further explained that the Director must be an RN and have the credentials of a faculty member. To change the position to that of an administrator, it would have to go through the licensing boards.

Senator Pembroke pointed out that the interim solution of allocating load in order to have a Director could take up to a year, as it has to be approved by the BOT. He also dispelled the fallacy that the Nursing Department requires a great amount of college funding. The Nursing Department has its own grants and funding; it's brought in \$100K and is meeting its WSCH/FTE goals.

President Kashima pointed out that this issue is also one of the integrity of educational programs. The Senate discussed writing a resolution, and it was suggested to include wording requesting that ACE consider exploring with the district allocating adequate funding. Senators Pembroke and Beggs agreed to write a resolution together. President Kashima stated that she will invite President Robles to the next Senate meeting to discuss this issue.

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 4:20 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. Computer Literacy as a Graduation Requirement**
- L. Discuss and Consider Compensation for A Senior Office Coordinator Faculty Senate Representatives**
- M. Discuss and Consider Voting Practices for Division and Department Chairs**
- N. Guidelines for Independent Study Approval**