

**Mission College Academic Senate
Ext. 5413**

Approved Minutes

Thursday, November 3, 2011

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 2:15 pm.

Senators	A	P	Senators	A	P
Abdeljabbar (Ext. 5250) B&T		X	Morgan (Ext. 5397) AS		X
Brown (Ext. 5315) LA		X	Oliver (Ext.5427) AS/Beggs	X	
Dorian (Ext. 5312) President		X	O'Neill (Ext 5082) LA	X	
Glaser (Ext. 5093) LA		X	Student Senator Nguen/Peters		X
Guardino (Ext. 5398) SS		X	Retterath (Ext. 5328) M&S		X
Harrison (Ext.5340) AS		X	Sun (Ext.5570) B&T		X
Johnston (Ext. 5305) LS		X	Thickpenny (Ext. 5287) LS		X
Jones AF/B&T	X		Winsome (Ext.5217) M&S		X
Lai (Ext.5081) SS		X	Zilg (Ext. 5835) AF/B&T		X
Guests:			Guests: C. Cox, M. Rivas, R. Prescott, N. Ambriz-Galaviz		X

II. Order of the Agenda

A motion was made to accept the order of the agenda with the modification of hearing Item VII A after Item IV. (M/S/U – Zilg/Winsome)

III. Approval of the Minutes for 10/20/11.

The meeting minutes dated 10/20/11 were approved as presented. (M/S/U - Guardino/Zilg)

IV. Oral Communication from the Public

The Mission College Symphony Performance will take place this Sunday at 2pm in the campus Center Space.

VII. Old Business

A. Consider Mission College Budget Reduction Plans

President Dorian explained that GAP is continuing to discuss the “least harmful” budget reduction plan; not filling vacant positions. There are currently nine vacant faculty positions. A list of the unfilled positions with the dollar amounts associated was distributed to the Senators. According to the document, if all vacant positions in the college (except for the Vice President of Administrative Services) are not filled, the college will be \$14K away from meeting its State-mandated budget reduction goal of \$1.15M.

Ms. Dorian explained that if the college does not fill these positions, they will be deleted permanently. In the future, if the State allocates more funding to the college, the positions could be considered for filling via the New Faculty Hiring Process. President Dorian added that all of the vacant positions are currently being “filled” by part-time

faculty. Therefore, the departments affected would not lose said associate faculty FTEF, but the remaining full time faculty within those departments would have to work harder with less support to fulfill their departments institutional requirements.

A discussion ensued, and several Senators questioned the dollar amounts listed in the unfilled positions document. . The Senators requested that the numbers be verified.

Senator Brown requested information on the vacant English position, which is not included on the list of unfilled positions.

At this time, a motion was made to approve the plan to not fill the vacant positions. The motion passed. (M/S/P - Retterath/Thickpenny) The discussion turned to the additional cut that MC must make if the proposed Resource Allocation Model (RAM) is approved by the Chancellor. According to the proposed RAM, the colleges will be allocated funding based on the FTES split of 53/47. The proposed transition plan is for MC to shift \$300K to WVC this year and \$150K next year. The following year (2013-14) the permanent shift of \$450K will be in place.

There are three pots of money the college can cut from: discretionary money (the salaries of administrators and classified), supplies and duplicating funds and the reserve fund (which contains \$147K). GAP is currently seeking feedback on how to proceed. There is a general sense that the discretionary money should not be considered as layoffs will affect negatively morale.

It was asked if the college is considering not filling the position of Vice President of Administrative Services as a partial solution to this issue. President Dorian responded that according to President Jones, there is no one currently on staff with the skills necessary to perform the duties required by this position. Additionally, not filling such a position during these dire financial times could prove to be cost-ineffective. Ms. Dorian noted that if the budget allocation model approved includes the President and Vice President positions off the top, this will be a non-issue. President Jones will be attending next week's Senate meeting in order to further discuss this issue.

It was asked what the cost savings of shifting classified positions to WVC might be Vice President of Instruction Norma Ambriz-Galaviz responded that the College is currently considering this is an option and looking into its feasibility. There is also the option to pay classified salaries out of grant money as long as the individuals are working toward the grant's purpose.

The proposed RAM allows \$1M for College administration off the top of the budget. Other guarantees are the faculty funding via the 50% law for Instruction. There is no similar model for Student Services. Concern was expressed around the principle that if the College is guaranteed a particular level of administration and instructional funding guaranteed, should it not also be granted a level of student services (admissions & records, counseling, etc.)?

President Dorian reported that although Chancellor Hendrickson recently sent an email announcing that the Land Corporation will be contributing monies to the district due to the funding issues, it is unclear how much, if anything, MC will receive or what allocation method will be used. Various Senators commented that a request for more money from the LC should be made in order to help MC.

The group discussed the possibility of taking money from the supplies and duplicating budget and generally agreed that every area of the College is currently "lean"

in its supplies and duplicating. It is unclear how much more could be cut back in order to contribute to solving this problem.

The reserve fund seemed to be a good option, but it was pointed out that using the full amount still leaves the college far from its target.

It was stated that it may be unwise to avoid looking at cutting positions. According to the WVC budget reduction plan, various layoffs of individuals with seniority over MC staff will mean they will be bumped out of a job. Therefore, the College could look at cutting positions at MC that could bump over to WVC. The idea of cutting classified should be considered strategically and realistically.

At this time, the MCAS discussed the WVC proposed budget reduction plan. President Dorian noted that it reads like a reorganization plan and pointed out the areas that will likely affect MC. Frustration was especially expressed by the Senators over the proposed closing of the Childcare Center and the ramifications it will have on MC.

President Dorian concluded that the feedback received today will be brought to GAP and also used to assist in the writing of a faculty recommendation to GAP on the budget reduction matters.

At this time, the regular order of the agenda resumed.

V. Information & Announcements

President Dorian congratulated Senator Winsome, Technology Division Chair Curtis Pembroke, ACCESS Program Coordinator Charity Bowles and Dean of Technology Danny Nguyen for their outstanding presentation to the Board of Trustees on STEM at Mission College on 11/1/11.

Senator Lai responded to the following comment made during the budgetary discussion in the MCAS meeting minutes dated 10/20/11: “Additionally, the College will also have to assess the affordability of non-classroom faculty as they do not generate FTES.” Ms. Lai expressed disappointment in the comment and explained that counseling and library faculty do teach and also help students and therefore should be considered as contributors to the college’s bottom line. It was also pointed out that counselors teach in load which saves the college money.

VI. Administrative Business/Actions/Appointments

A. President’s Report: President Dorian reported on the following:

- **Governance & Planning (GAP):** At the last GAP meeting, the body discussed the MC Budget Reduction plan (BRP). By next week, the MCAS must provide GAP with feedback on the BRP in order for the body to formulate a recommendation to President Jones.

- **Board of Trustees (BOT):** At the Board meeting of 11/1/11, the Board Policy revisions were discussed and questions were asked about the Academic Freedom Policy, which was recently developed and approved by the District Academic Senate (DAS).

The Board also discussed the District’s elected BOT boundaries. Due to the California Voting Rights Act (which “prohibits the use of at-large elections where such elections are imposed or implied in a manner that impairs the ability

of a protected class to elect representation of its choice or to influence the outcome of elections,” the WVMCCD will be changing from at-large election of Trustees to election by district. A consultant was hired to redraw the District Trustee representation plan to achieve ethnic balance in representation. The Board was presented with three redistricting plans and will choose the plan they desire.

- District Academic Senate (DAS): At the last DAS meeting, the group discussed the following:
 - o The consolidation and membership of the District Council (DC)/District Budget Advisory Council (DBAC) and made a recommendation for the membership to include 24 people; three people from each constituency of each college.
 - o The Board Policy on General Education/Associate Degree. MC faculty member Cathy Cox was asked to provide her recommendations on the policy. Her recommendations on said policy plus others were accepted by the DAS. Those policy changes will be taken to the individual college Senates for a vote next week.
 - o The effect of limitations on repeatability. The DAS discussed its effect on PE and other performance classes.
 - o Goals for the 2011-12 academic year were adopted.

B. Other Reports: None.

C. Committee Appointments:

- Cathy Beggs was approved to serve as the Applied Science Division representative on the Distance Learning Committee by acclamation of the Senate.

D. Recognitions: None.

VIII. New Business

A. Review & Consideration of Student Services Success Task Force Draft Recommendations

President Dorian opened the discussion by asking the Senators for feedback on the recommendation put forth by the Student Success Task Force. A discussion ensued, and the following feedback was given:

- Recommendation 2.5, Require Students to Declare a Program of Study Early in Their Academic Careers:
 - o Seems out of touch with our students and their needs.
 - o Problematic to state that the Ed Plan needs to be made by the end of the second term. This could seriously affect part-time students and ESL students who would then have to select a major while still learning the language and culture. Why not create a requirement that an Ed Plan must be created by the time a certain amount of units are completed?
- Recommendation 4.1, Align Course Offerings to Meet Student Needs:

- Could cause students to pay full price for courses that are not on their Ed Plan.
- Chapter 5, Improve the Education of Basic Skills Students:
 - Concerns of the MC ESL department:
 - Earlier drafts recommended elimination of ESL courses and all courses 2 levels below transfer. *However, the ESL department still believes that the intent is still there.*
 - The recommendation to use non-credit options for ESL doesn't work for our students as they don't have time to devote to the larger "seat time" requirement of non-credit.
 - Success for *the* ESL student is not measured in acquiring AA/AS degrees or certificates. Their goal is to master English. *However, many of our ESL students flow into English courses, CTE courses, and other transfer-level courses.*
 - There seems to be a lack of awareness of the ESL discipline. ESL is not remedial or developmental in nature. It is closer to *learning* a foreign language. *In addition, the majority of our students are not lacking in study skills and have diplomas/degrees from their own countries.*
 - There is concern over the push of ESL to the adult education level. Creates a barrier to their education. *The adult education ESL curriculum is virtually non-existent in Santa Clara according to their latest schedule of classes.*
 - Beyond ESL: Success cannot be measured for any other student as *only* an AA/AS or transfer.
 - CTE disciplines also may face a problem as students just need some specific skills not a full certificate or degree.
 - The concern is more about why are students not meeting their own personal goals by dropping classes and not succeeding.
- Recommendation 7.4, Develop and Support a Longitudinal Student Records System:
 - Although there could be positives to this, it could ultimately track repeatability across institutions.
- Recommendation 2.3, Develop and Use Technology Applications to Better Guide Students in the Educational Process:
 - Using computers rather than people to counsel students is not a good idea. Students need face-to-face discussion with counselors.
- Recommendation 1.1, Collaborate with K-12 to Jointly Develop Common Core Standards for College and Career Readiness:
 - How will there realistically be time to do this?
- Recommendation 3.3, Provide Students the Opportunity to Consider Attending Full Time:

- What does this even mean?
- Is the task force trying to eliminate part time students
- Recommendation 8.4, Do Not Implement Outcome Based Funding:
 - Why is “Outcome Based funding” even included in the document?
 - Seems like a political statement.
- Overall Issues:
 - The costs associated with the CCCs versus the CSU/UC system are much less; so why are the CCCs under the microscope?
 - When CCCs make less money per student, why is there so much on the CCCs rather than the CSUs/UCs?
 - What is the cost versus return on the expense of CCCs?
 - If the State’s K-12 is ranked at the bottom of the nation, why are we thinking of cutting Basic Skills instruction when K-12 is not meeting its goals?

President Dorian thanked the group and stated that the feedback will not only inform her for the upcoming State Senate Plenary Session, it will also be sent in as official feedback on the recommendations. At this time, a motion was made to endorse the resolution written by the CA Community College Independents in response to the recommendations. (M/S/U - Retterath/Johnston)

At this time, the following response to the recommendations was distributed by Senator Glaser on behalf of the ESL Department:

Dear Colleagues,

Herewith is our department’s position on making our program non-credit as a result of the SSTF recommendations:

1. Because of the number of hours required for students to attend non-credit classes (or enhanced non-credit), classroom allocation will become a critical issue at Mission. If each of our instructors requires 25 hours per week of face-to-face instruction and classroom occupancy, there will not be room for all of our classes (approximately 80 sections per semester). Even if we schedule all our classes on weekends and Fridays, it would not be workable.
2. Most of our students are employed in addition to going to school full-time. Many of our students have full-time jobs as well as family responsibilities which would preclude them from attending the necessary hours for non-credit. It would slow their progress academically and would cause most of our students to look elsewhere for their English instruction.
3. Because such a large number of our students take other classes throughout the college in all the other disciplines, the dropout rate would adversely affect the entire enrollment at Mission College. Everyone would feel the impact.

4. Many of our students rely on financial aid; this would be denied to them as non-credit students.

5. Most importantly, we are no longer adhering to the basic philosophy of the community college, which is to serve the community. We would be creating an obstacle too great for many of our surrounding community members to overcome and we would be consigning them to a more difficult future with little chance to further their access to improved English or better-paying jobs.

6. ESL is not remedial English. It is a second (or third or fourth) language for our students, most of whom are well-educated (many highly educated) in their own countries.

7. Mission College has been guilty of rushing to take action on important issues in the past only to regret our haste later. We hope we will not be forced into becoming a non-credit program based solely on recommendations that may still be dismissed by the state.

8. We ask for the support of our division and in particular, our dean – Tim Karas – as we fight to overcome these unfair and discriminatory recommendations.

ESL Department
Mission College

B. Review & Consideration of ASCCC Fall Plenary Resolutions

President Dorian explained that she is seeking feedback from the Senators on the resolutions that will be discussed and voted on at the upcoming State Senate Plenary Session.

A discussion ensued, and the following feedback was received:

- Resolution 9.03, Add a Kinesiology Taxonomy of Programs (TOP) Code to the Curriculum Inventory Code:
 - Agree
- Resolution 13.06, Provide Guidelines on Significant Lapse of Time:
 - Agree
- Resolution 19.02, Teachers Using E-Instructional Materials:
 - Agree
- Resolution 6.03, Assign Responsibility For Adult Education to California Community Colleges:
 - Agree, but only if funds are available.
- Resolution 6.05, Allow Community College to Subsidize Credit Instruction with Not-for-Credit Class Fees:
 - Disagree due to problematic ramifications

- Resolution 6.01, General Fund Dollar Support for Community Service Courses:
 - When done together, we can support the minimum qualifications for Community Service and Credit course instruction.
- 13.02, Opposition to the Elimination of Non-CDCP Noncredit Classes:
 - Agree

C. Consider Approval of New Curriculum Handbook

This item will be reagendaized for a future meeting.

IX. Correspondence, Publications, & Announcements

X. Adjournment

The meeting adjourned at 4:15 pm. These minutes are respectfully submitted by Academic Senate Secretary Lauren Milbourne.

XI. Planned Future Agenda Items