

**Mission College Academic Senate
Ext. 5413**

Approved Minutes

Thursday, March 1, 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 2:34 pm.

Senators	A	P	Senators	A	P
Abdeljabbar (Ext. 5250) B&T		X	O'Neill (Ext 5082) LA		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
Harrison (Ext.5340) AS		X	Trang (Ext.5081) SS		X
Johnston (Ext. 5305) LS		X	Winsome (Ext.5217) M&S		X
Jones AF/B&T	X		Zilg (Ext. 5835) AF/B&T		X
Morgan (Ext. 5397) AS		X	Guests: N. Ambriz-Galaviz, C. Cox, R. Grogan, P. Hernas, D. Nguyen, C. Vinson		X X X

II. Order of the Agenda

President Dorian requested that the order of the agenda be changed to accommodate guests and as needed. Item VII.A will be addressed before Item VI to accommodate Cindy Vinson and Item VI.C before Item VI.A. The changes to the order of the agenda were approved. (M/S/U – Trang/Thickpenny).

III. Approval of the Minutes

1. The minutes for the February 2, 2012, meeting were approved with a correction to roll call; Senator Johnston was present (M/S/U – Johnston/Trang).
2. The minutes for the February 16, 2012, meeting were approved as submitted (M/S/P - Trang/Johnston).

IV. Oral Communication from the Public

There was no oral communication from the public at today's meeting.

V. Information & Announcements

1. President Dorian announced that a meeting of the Senate's Executive Committee will be held on Monday, March 5, 2012, in the President's Conference Room from 2:30p.m. to 3:30 p.m. She invited the Senators to attend.
2. It was reported that the new faculty positions have been posted except for Math.

As agreed, the order of the agenda was moved to Item VII.A.

VII. Old Business

A. Consider Approval of Effective Student Contact Policy

The Senators were asked to review the proposed policy with their constituents and be prepared to vote on the policy. Cindy Vinson sent out articles via e-mail explaining the need for the new policy, and Dianne explained that this is happening around the State. Any school that receives federal money must meet the requirements mandated by the Federal government for regular effective student contact in distance learning courses. The following motion was made (M/S – Winsome/Reterrath):

“that the Mission College Academic Senate approve the proposed Effective Student Contact Policy.”

Discussion ensued with several Senators reporting feedback from their constituent groups. Concern revolved around implementation of the policy, and Cindy clarified that the policy states if there is no interaction between the instructor and the student for two weeks, the student should be notified and told to contact the instructor within seven days or the student may be dropped. If an instructor does not hear from the student, then the instructor should drop the student. This policy is effective immediately. Dianne emphasized that this policy is needed to ensure accreditation as well as continued financial aid benefits for students. It was suggested that the new policy be incorporated into many publications, such as the catalog, the schedule, the faculty handbook, and orientation. Cindy stated that she will send out an e-mail with directions on how to implement the policy for Distance Learning instructors.

The above motion was passed.

VI. Administrative Business/Actions/Appointments

A. President’s Report: Dianne stated that she will make her report at the end of Item VI.D.

B. Other Reports:

a. Academic Directions Committee: Thais Winsome, Chair of this committee stated that the first meeting of the committee was productive and everyone was brought up to date. There are three programs in the revitalization process: Engineering, Marketing/Management, and Retail Floristry. Engineering will be reporting to the ADC this Spring about what they have done in an effort to turn their program around. Thais will bring the ADC’s recommendation regarding the program back to the Senate. Marketing was sent a letter to inform them they had not met certain performance goals. To date there has not been any response. At its next meeting, the ADC will discuss the next steps regarding that program. Regarding Retail Floristry, Janis and Thais are working with Sandy to shore up the curriculum. A report will be made to the ADC and Thais will bring the committee’s recommendation to the Senate. Dianne thanked the members of this committee for doing a very difficult job well.

b. Program Review: Pat Hernas, Chair of this committee presented a report on the status of program reviews for the college. Pat indicated that the report is accessible through Inside Mission from the site index, under committees and groups, and then Program Review. All the information presented to the Senators today can be found under documents and minutes. She advised that every academic program passed program review except one. The committee will recommend to GAP that all programs that passed be included in the funding process. The program that did not pass (Real Estate) will not be included in the funding process. Pat indicated that there are a number of self-identified program goals that are being planned: 32 new courses, three new

certificates, eight new degrees, and twelve new programs, as well as staff development projects. She noted that program review provides an opportunity for colleges to highlight their successes and express their needs. She advised that the 2012 analysis of goals college-wide shows groups, goals and justification for the college. Pat reported that funds from the AANAPISI grant will be used to purchase the Curricunet Program Review model.

c. Consider Extended Deadline for Faculty Excellence Awards Program: Dianne asked the Senators to consider extending the deadline for the Awards program, so that additional nominations can be received. The Senators agreed to extend the deadline for two weeks (M/S/U – Zilg/Abdeljabbar). Dianne encouraged Senators to submit nominations.

C. Committee Appointments:

a. Institutional Effectiveness Committee: The Senators approved the appointment of Kathy Henderson and Huy Pham to this committee (M/S/U – Thickpenny/O’Neill).

b. Hiring Committee for the Director of Federal Student Services Grants Implementation & Compliance: Three faculty members volunteered to serve on this committee; The Senators selected all three volunteers: Kent Gomez, Aaron Malchow, and Tom Nguyen (M/S/U – Reterrath/Thickpenny)

D. Recognitions: None were presented at today’s meeting.

B. President’s Report;

1. The Accreditation Team that attended the ASCCC Accreditation Training met to debrief and make plans to move forward with the accreditation self-study. The team consists of Dianne, Daniel Peck, Heather Rothenberg, Cathy Cox, and Sue Monahan. Some of the items will be discussed in the Senate’s Executive Committee meeting scheduled for March 5th, and will be reported back to the Senate at next week’s meeting with recommendations. SLOs are big and need to be done well.

2. Division Council: The Division Chairs will be changing. This item is on our agenda today for discussion.

3. ADC: The Academic Directions Committee has made its report today. (See Item VI.B.a)

4. District Council: ARCC data will be reported to the Board of Trustees and has been reported to GAP. The Senators indicated they would like Daniel Peck to present the report, and suggested that faculty be invited to hear the report..

5. Budget Update from District Council: Ed Maduli made a presentation outlining the 2011/12 budget situation and the potential for additional cuts for 2012/13 if the Governor’s tax proposal does not pass. If it passes, our budget will be balanced. If it does not pass, the District will need to cut an additional \$2.5 million.

6. Issues re: Faculty Hiring Committees and Consultation: Dianne reported that she has been advised of some important concerns relative to the faculty hiring committees and the process. She has been advised that the Senate’s processes are not being followed and are infringing on the rights of faculty. In accordance with the Brown Act, if the Senators so desire, this matter can be added to today’s agenda for discussion and/or action as an emergency item as she was made aware of the problem after the agenda was published and requires immediate resolution. A motion to add this item to today’s agenda as Item VIII.C was passed unanimously (M/S/U – Trang/Thickpenny).

VIII. New Business

C. Consider Concerns re: Faculty Hiring Committees and Consultation

Discussion ensued. Dianne advised the Senators of the complaints she received, noting that faculty members were told they could only serve on one committee, faculty chairs were not able to staff their own committees, and changes were made to the announcements in the areas of job description, supplemental questions and desired qualifications without consultation. Dianne stated that she has discussed the situation with Norma, Laurel, and the committee chairs, as well as Human Resources and others to ascertain the current situation and how to move forward. She stated her view that these changes were “errors” rather than an intentional breach of process. Dianne noted that the issue of consultation has arisen in other areas as well – with counselors and several of their projects, with Admissions and Records, and others. At one point, she considered rescinding her approval of the composition of hiring committees and opted to ask the Senate for direction on these matters to ensure that the breach of process and the lack of consultation is corrected and does not happen again.

The Senators were advised that since the process of e-recruit is new, Laurel requested that a Dean be placed on each committee to serve as a facilitator for the use of e-recruit. The Senate and the college community has been working in a mode of organized chaos, a high anxiety mode if you will, and those are difficult conditions to work under. This climate, if it continues, would be difficult to explain to an accreditation team that this is the way we run the college.

Vice President of Instruction Ambriz-Galaviz stated that we need to move away from acting in a crisis mode and to a better job of planning. Her office is trying to remedy the situation. She indicated that the new automated system and new set of characteristics may have exacerbated the problems. In the interest of time, pressure was placed on the Deans as the paper work had to be turned into HR by the end of January. The plan was for the hiring recommendations to come forward before May, so most of the work should be completed in April. The Deans were instructed to try to get through the process as quickly as possible. Paper Screening, interviews, etc., were all due at the same time.

Norma acknowledged that faculty has rights and they need to be considered. If someone wants to serve on two committees, she wants to ensure that both committees remain on schedule. The Deans are on the committees for the purpose of alleviating the e-recruit process. In the traditional paper exercise, HR had to collate all the applications before giving them to the college. E-recruit eliminates that, but the work must be done at the college level.

Dianne asked the Senator if they want the recruitment efforts to move forward or do they want her to rescind her approval and start over. She noted that it is her job to ensure that there is integrity and that the faculty’s role is maintained in the process. Dianne stated that the composition of the committee can be revisited according to HR. It was opined that the committee chair should be allowed to add to the committee. It was emphasized that faculty must be consulted on supplemental questions and desired qualifications. The Senate should reaffirm the role of faculty in the hiring process. Faculty cannot be excluded for any reason. Part of Faculty members’ responsibility is to serve as the body of expertise. Faculty have discretion in these matters and rights as stated in law.

After considerable discussion, Dianne was directed as follows: (M/S/U – Thickpenny/Guardino)

“that the Mission College Academic Senate revisit the status of the current hiring process and revisit the composition of the committees with Norma; to form a task force to review the hiring process, and to place this item on the agenda for next week for further discussion.”

Dianne also advised that she has contacted the chairs of the hiring committees to determine if there are any additional issues. She has received responses from five and will advise if additional complaints are received. Dianne and Norma indicated that they will meet to discuss these matters and ensure that all issues are resolved.

B. Reinforce the Call for New Division Chairs, Election Processes and Terms

Norma advised that all the division chair positions are up for election this Spring. An announcement will be issued tonight recruiting division chairs. She noted that she erred in the 2009/10 appointments. She meant for the terms to be staggered. Norma stated that she told the Division Chairs that she needed to honor her word to the campus and did not want to appear to be “cutting deals.” This is a difficult and financially challenging time period, and it is not any easy time to recruit. She asked the Senators to encourage their DC to run again or to try to recruit and nominate a member of their division to run for the position. She acknowledged the work that the current group of DCs have done throughout their terms, and would like to have some continuity.

Norma indicated that the terms of the new group of DCs will be staggered and the terms will be determined by lottery for a one, two, or three year term. The selection of term by lottery was questioned, as it puts someone in the position of committing to a position for an unknown period of time. It was suggested that Norma revisit the lottery option.

A. Consider the Effects of Changes to the Scholarship Application Processes and Procedures

Another issue of concern relates to the changes to the scholarship application process and its impact on faculty and students. Rita Grogan, the Director of A&R and Financial Aid, noted that these concerns also stem from the addition and implementation of new software. Rita explained that the implementation phase for the software came before the HR recruitment implementation. She noted that DeAnza-Foothill first implemented this software, requesting that it be changed from job recruitment to scholarship applications. Hence, some of the terminology still reflects job recruitment.

Referring to some of the Senate’s concerns, she noted that references are not just from faculty, and so they wanted the students to be able to give e-mail addresses for references. After more research, it became clear that it was more like a job recruitment application than a scholarship application. As for the paper system used in the past, two reference letters were submitted. It was determined that one was sufficient, because the second one seemed superfluous. She emphasized that this is a District implementation. The paper system is difficult because Financial Aid is currently handling applications for two fiscal years; 2011/12 is being handled currently and work on 2012/13 is starting. The primary concern of the Financial Aid Office staff is to get money to our current people as quickly as possible. The department receives approximately 300 paper applications, and there is a need to ensure that the paper work is intact and distributed to all involved in the process. In the time period from January through May, the department is handling the scholarship process, making recommendations, evaluating, ranking, and ultimately the

ceremony process. She advised that the District went to the automated version because of the success DeAnza and Foothill experienced. The new system saved time, resources and staff. Rita advised that it took some time to get things done, and at the same time other issues arose, i.e. the portal. She acknowledged that they did not get the word out as well as they might have, and stated that they are working on it and will do things better in the future.

Discussion was opened to the floor, and several Senators, as well as the student members of the Senate, indicated there was concern regarding the issue of confidentiality. It was stated that the issue relates to the integrity of the process. When a letter of recommendation becomes electronic it impeaches the integrity of the process. The purpose of a letter is to let the committee know something about the student they may not know otherwise. Many times personal information is included in the letter for the committee members to consider, but not intended for the student. An electronic letter makes a mockery of the process for students involved in the process. Some Senators indicated that students involved in the scholarship application process have complained about other students that have cheated, changing the letter to suit their needs. Rita indicated that the system does not have a mechanism at this time for faculty to submit the letter confidentially, as the student must load the letter.

Dianne stated that this matter reflects a much larger issue. She summarized, stating that with everything becoming electronic, processes are changed without input from participants that are affected. When changes are made, it is imperative that those involved in setting up new systems consult with those affected. She referred to the grade change form, the potential online education planning tool, e-advising, etc. Several Senators addressed their concerns regarding a letter of recommendation and the student essay as opposed to the form that they filled out in the past. Their concerns revolved around additional work, requests for references, and the question of confidentiality. It was agreed that this matter will be placed on the agenda for next week's meeting for further discussion..

IX. Future Agenda Items

No new items were presented at today's meeting.

XII. Adjournment

The meeting was adjourned at 4:35 p.m. (M/S/U). These minutes are respectfully submitted by Grace Hazan, Academic Senate Secretary.