

MISSION COLLEGE ACADEMIC SENATE

Approved Meeting Minutes

To: Mission College

Date: Thursday, November 15th, 2012

Time: 2:15 PM – 4:15 P.M.

Place: CC 219-220

I. Call to Order & Roll Call

The meeting was called to order at 2:20pm.

Senators	A	P	Senators	A	P
Applied Science- C Beggs		X	Lang Arts- J O’Neill		X
Applied Science- No Senator	X		Liberal Studies- M Johnston	X	
Applied Science- No Senator	X		Liberal Studies- H Thickpenny		X
AF- S Rettus		X	Math & Sci- K Neary		X
AF- C Zilg		X	Math & Sci- A Piekarski	X	
ASG Rep- T Salim		X	Math & Sci- L Retterath		X
ASG Rep- G Villamaria		X	Senate Pres- D Dorian		X
Bus & Tech- W Abdeljabbar		X	Student Svcs- C Perlas		X
Bus & Tech- H Sun		X	Student Svcs- T Tran		X
Lang Arts- C Brown		X	Snr Admin Asst to MCAS- J French		X
Lang Arts- L Glaser		X	Guests: Cox, P Hernas, Laurel, D Peck, Amelia, Heather, T Karas, J Del Frate, T Winsome		X

II. Order of the Agenda

President Dorian would like to take item VIII E at 3:30 pm to accommodate the schedule of our guests. (M/S/U – Zilg/Retterath)

III. Approval of MCAS Meeting Minutes

There were no meeting minutes for approval this week.

IV. Oral Communication from the Public

This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

Senator Chris Zilg stated that the class schedule is hard to find on the MC website, whereas West Valley’s schedule is right there on the homepage. It was noted that MC had a delay, while WVC put there’s up right after Proposition 30 passed. President Dorian has been directed by the Senate to find out about the delay and how to get the MC schedule on the homepage for easy

access. The class schedule will come out in print for students at the end of the month and students may be charged for it.

Senator Zilg noted that all of the classes that are under possible discontinuance are still on the spring schedule, ie: BUS 38. Senator Abdeljabbar will take that under advisement and will report back.

Student Trustee Trisha Salim reminded the Senate that student elections are going on and asked the Senators to encourage their students to vote. Trisha thanked the Senate as she has learned a lot, and also thanked Char for her help.

V. Information & Announcements (College & District)

The District Academic Senate met a little over a week ago and felt that they needed to meet again on November 29th to discuss the effects of Proposition 30 passing. The leadership luncheon hosted by President Laurel Jones is also on that day.

The next regular MCAS meeting will be on December 6th.

VI. Administrative Business/Actions/Appointments

A. President's Report

President Dorian told the Senate that the Board of Trustees at their meeting on November 13, 2012 accepted a \$250,000.00 donation to the new classroom building from donor Gary Gilmore for the building's naming opportunity. The Senate congratulated President Jones on securing this donation. In addition, the board extended the contracts of President Jones, Vice Chancellor Maduli and several other managers.

B. Committee Appointments

There were no committee appointments.

C. Senate Sub-Committee Reports

Curriculum Review Committee

Cathy Cox told the Senate that she sent out an email with information that includes some kudos for the school in terms of transfer degrees. Also, the Curriculum Review Committee (CRC) just approved three more transfer degrees, with two more on the way, totaling fifteen transfer degrees. One of the big conversions that they have been working on is the conversion of WHP to Kinesiology. The department has been writing a lot of new curriculum for Kinesiology and has found it challenging with the new regulations. Cathy also let the Senate know that there are twenty-six new courses coming from different departments in addition to many course revisions.

Cathy Cox also gave the Senate a brief description of families of courses stating that "Families" need to be set up district wide because repeatability in art and performance courses is restricted at the district level; ie: ceramics classes at Mission are in the same family as the ceramics classes

at West Valley. Even if there are only one or two courses in a given area, they need to be in a "family" to effectively restrict enrollments to the limited number of takings. According to legislation and Title 5 the colleges cannot do this as two separate colleges, because the restrictions apply to the district, and this is being done state-wide. The two colleges need to agree on what courses are included in a given "family", and this needs to happen quickly as there is a deadline.

Basic Skills Committee

Senator Retterath spoke to the Senate and stated that the Basic Skills Committee has been meeting with Vice President Johnson on the requirements from the Student Success Task Force Recommendations on basic skills, success and equity. She opined that the committee wanted to stay independent but wants to help with the Student Success Task Force recommendations and be involved with the. They have had had several department chairs visit their meetings so the Basic Skills Committee can determine how to be of assistance to them. They are still working on their goals and they are leaning towards basic skills instruction and working with K-12.

Sub-Committee on Faculty Professional Development

President Dorian reminded the Senate that at the last meeting they approved the formation of a new sub-committee on Faculty Professional Development. She asked if there was a senator who would like to help get that sub-committee started. Senator Retterath commented that the whole professional development, particularly for faculty, is going to be an important point for the college. She also stated that the Basic Skills Coordinators are trying to help staff development be part of their culture, not just something that happens on flex days. President Dorian noted that this was also brought up at plenary and the need for on-going faculty professional development is important. No senator stepped forward to lead this project. Dianne said she would try to get it started.

D. Other Reports

Facilities & Safety Committee

FSC Committee member Amelia Akers-Martin reported that next semester the Facilities and Safety Committee will be conducting a mock evacuation on campus. They would like to know which date works better- March 27 or April 25th. After some discussion, it was realized that the correct date in April would be the 24th. The April 24th date seemed to be the best date for this drill. As of now, no time has been specified, but the committee did note that the entire college will be evacuated. The committee is working on who the point people will be and will advise the Senate once it has been decided. Senators would like all of the classrooms to be checked for working phones and for posted evacuation sheets. The committee did state that they will be testing the classroom phones prior to the drill. President Jones also mentioned that she is planning an active shooter drill in the future for the entire school.

E. Recognitions

There were no recognitions.

VII. Old Business

A. Consider Change to MCAS President Term from 1 Year to 2 Years (Senate)

At the last meeting there was a lengthy discussion regarding changing the MCAS President's term from one year to two years. It was decided that the Senators would go back to their constituents to get feedback. A discussion ensued including the constituent feedback. President Dorian mentioned that if this change is enacted, the Senate Constitution will need to be revised to accommodate this change. There are several other revisions to the Constitution that will need amending in the spring.

Motion: to amend the MCAS Constitution to extend the term of the AS President from one year to two years (M/S/U - Thickpenny/Glaser)
Student Senator in favor

VIII. New Business

A. Consider Activities for Spring 13 Flex Day (Karas/Senate)

Tim Karas came to the Senate to talk about the spring flex day activities. The date is January 25th and they are looking forward to partnering with the newly formed Senate Subcommittee on Faculty Professional Development. As usual, there will be workshops after lunch with seven people hosting different workshops, so far. Some of the topics for the afternoon workshops: mental health and wellness, student issues, Angel, embedding digital info into Angel course shells, ESL and non-native English speakers and their culture. After the workshops will be department and division meetings. The morning portion is what they are still working on as they are looking for a keynote speaker. It was also noted that the faculty appreciate having a mid-semester professional development opportunity, like the basic skills class, which will not be a break-out session at flex day. Senator Abdeljabbar asked if they can change the flex form to just require one signature. Tim pointed out that there are two different forms: one from him and one from HR. He can't comment on the HR form, but understands the upset.

B. Consider Program/Institutional Level SLO Completion Process (Jones/Ambriz-Galaviz/Senate)

Director of Research and Institutional Effectiveness Daniel Peck and MC President Laurel Jones presented ideas for revising the Senate approved processes for Program Level and Institutional Level Student Learning Outcomes (SLO) assessment. The program and institutional SLOs that were approved in 2009 were reviewed with the Senate and revised SLOs were proposed. Those goals, which are closely aligned with the college's general education transfer requirements, make it easier for both academic and service oriented outcomes to be assessed. These SLOs are:

Communication and Information Competency: The student will demonstrate the ability to acquire, evaluate, send and receive information in a variety of modes including written, spoken, scientific, and mathematical language.

Critical Thinking: The student will demonstrate an understanding of the methods by which information may be investigated, analyzed, synthesized, and utilized. The student will be able to apply this knowledge to creatively solve problems and develop new theories.

Personal Development: Students will respect and work with diverse people including those with different cultural and linguistic backgrounds and different abilities. Students will demonstrate an understanding of ethical issues and the development of personal values that will enhance their capacity for working with others

In addition, a revised process for assessing those SLOs was described and discussed. The proficiency rubric from the ACCJC was shared with the Senate and the goal is to achieve the proficiency level. Three areas that we need to improve on are: collecting evidence of program & institutional outcomes, and where to post the information that is being collected. This continues to be a high priority for the college and the senate.

Motion: to approve and accept the revised Institutional Student Learning Outcomes. (M/S/U - Retterath/Sun)

Student Senator is in favor

Motion: to approve the revised process for assessing and documenting institutional student learning outcomes. (M/S/U - Brown/Sun)

Student Senator is in favor

C. Discuss Post Proposition 30 Budget Reduction Criteria (Senate)

This item will be reagendaized due to lack of time today. President Dorian strongly recommends going to the budget forums in the interim.

D. Report on ASCCC Plenary (Dorian/Retterath)

Senator Retterath and President Dorian shared the information they received from the ASCCC Plenary. Among those items were the results of several session presentations on basic skills, faculty evaluation, Common Core State Standards, and assessment. President Dorian will send out both of their written notes to the Senators.

E. Discuss Recommendation to Discontinue Marketing and Management Departments (ADC/Senate)

Several members of the work group visited the Senate to report on the Academic Directions Committee (ADC) recommendations for the Marketing and Management Departments. A review of the process that led to today's recommendation was given. The ADC is recommending to discontinue the Marketing and Management departments and move several remaining courses into the Business department. The respective department chairs have been notified. The ADC

recommendation is to move the applicable courses from Marketing and Management into the Business Department, which includes removing the half unit and one unit courses, but keeping the viable three unit courses.

President Dorian noted that Marketing and Management courses tend to be upper division at most universities so don't generally transfer, but under Business some of their courses would be transferable. Senator Abdeljabbar would like the Senate to be aware that the students who will be affected by this will be contacted and arrangements will be made to ensure any students' catalog rights.

Cathy Cox noted that in Curricunet, the process of discontinuance will work top down, unlike a new course that works from the bottom up. She will manage and advise on the timing of any archiving, revising and deleting of courses. Discussion ensued including a discussion on a possible hiatus while the three unit courses are created from consolidated courses, which can only be done after the existing courses are discontinued. Thais Winsome stated that the students need to be put first and they don't want to deactivate the classes too soon, as there may be students in process. There is a timeline that must be followed for the students and this will be managed very carefully. It was also noted that there will be no reduction in force, so no faculty will lose their jobs.

Cathy Cox recommended that the Senate holds a hearing for the public, including students, to voice their opinions. She also suggested letting President Jones know and ask her if it can be posted on the website. It was expressed that the ADC wants to focus on this being a revitalization as no one is losing their jobs, the courses will be maintained in Business and again, that they are focusing on students. It was reiterated that the relevant courses will still exist under Business, an organization that mirrors WVC and many 4 year colleges. A decision was made to hold the public hearing during the next MCAS meeting. Discussion ensued as to the process after the public hearing.

President Dorian let the Senate know that based upon the discussion of this topic, should the recommendation be accepted today, a public hearing will be held at the next AS meeting and at that time there will be another vote. Moving forward with the public hearing, President Dorian will contact President Jones, Student Senator Salim will inform the students, and Senator Abdeljabbar will inform the advisory committees. And all parties can email written comments to the AS email address.

Motion: to extend this topic for an additional ten minutes (M/S/U – Abdeljabbar/Sun)

The recommendation from the ADC is the motion, so all that the Senate needs to do is adopt the motion. The motion is as follows:

1. The current Marketing and Management Departments will go through the Senate's discontinuance process.
2. Throughout the 2012-13 academic year the ADC will continue to monitor the work group's progress toward revision and consolidation of the Business curriculum and program offerings and will provide periodic updates to the Senate. Per the Program Revitalization Process, in Spring 2013 the ADC will return to the Senate with a further recommendation regarding continued revitalization for this program.
3. The Work Group and Academic Directions Committee will work closely with Student Services to ensure that students currently seeking certificates and degrees in the Marketing and Management departments are able to complete their programs in a timely manner.

Adoption of motion: Unanimous

Student Advisory vote: In Favor

IX. Future Agenda Items

- A. Consider Amendment to MCAS Constitution re: Academic Freedom (Senate)
- B. Consider Course Substitution Policy (Coleman)
- C. Consider Recommendation of the Academic Directions Committee re: Engineering Program (ADC)
- D. Discuss Date of Graduation Conflicting with Finals (Senate)
- E. Report from Pre-Requisite Implementation Task Force (Cox)
- F. Recommendation to Endorse New Asian Studies Program (ADC/Senate) (I/A) (20 minutes) (December)
- G. Approval of Three New Transfer Degrees (CRC/Senate) (I/A) (15 minutes) (December)
 1. Associate in Arts in Music for Transfer
 2. Associate in Science in Physics for Transfer
 3. Associate in Science in Business Administration for Transfer
- H. Approval of the Associate in Arts in Culinary Arts (CRC/Senate) (I/A) (10 minutes) (December)
- I. Consider Changes to Prerequisite Challenge Process (Guardino/Senate) (I/A) (December)

X. Report out to Divisions

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

XI. Correspondence, Publications & Announcements

XII. Adjournment

The meeting adjourned at 4:20pm. (M/S/U – Sun/Zilg)

These minutes are respectfully submitted by Jennifer French, Senior Administrative Assistant to the Academic Senate.