



# Governance & Planning Council

October 28, 2009

## Approved Summary

Mission College's first priorities are student learning and success.

The College serves the ever changing educational and economic development needs of Santa Clara, Silicon Valley, and the larger community, and seeks to develop community leaders who can participate responsibly in a democratic society and become global stewards in a dynamic world economy.

To accomplish its mission, the College:

- \* Provides transfer, degree, and certificate programs in lower division arts and sciences; community, career, and vocational education; and educational opportunities in basic skills and English as a Second Language;

- \* Systematically assesses, evaluates, and improves student learning, educational programs, and student support services;

- \* Maintains an organizational culture that engages in continuous learning and uses the results of systematic assessment and evaluation to inform decision making, allocate resources, and improve institutional policies and procedures;

- \* Provides comprehensive academic and technological resources;

- \* Provides a variety of culturally enriching experiences that embrace the diversity of the College.

Name	P	A	Name
Ambriz-Galaviz, Norma	X		VP of Instruction
Coleman, Yolanda	X		Academic Senate, Faculty
Grogan, Rita		X	Student Services Council
Hudak, Pat	X		Academic Senate, Voc Faculty
Inoue, Betty	X		Classified Senate
Jahan, Mina	X		Instructional Technology
Johnson, Keith	X		Academic Senate, Div Chairs
Johnson, Penny	X		VP Student Services
Karas, Tim	X		Administration
Kashima, Stephanie	X		Academic Senate President
Lino, Paulette	X		Classified Senate
Loi, My	X		Classified Senate President
Miller, Bob	X		Academic Senate, SS Non-inst. fac
Negash, Worku	X		VP Admin Svcs
Nelson, Jeff		X	Int. Dean of Instruction
Oliver, Gerry	X		Classified Senate
Robles, Harriett	X		President
Sanidad, Dan	X		Administration
Shokun, Pavel	X		ASB President
Wood, Alex	X		ASB

### GUESTS:

Robbie Berlani	ACE
Cathy Cox	Academic Senate
Phil Sienna	Academic Senate
Nan Biltz	Academic Senate

### GENERAL BUSINESS:

1. **Approval of Summary for 10/21/09:** Meeting Summary for October 21, 2009 was reauthorized for the next meeting.

2. **Information Updates:** This item was postponed to accommodate today's agenda.

### ACTION:

1. **Final Organization Recommendations:** President Robles began this discussion by setting the guidelines for the discussion on the Instructional Organization proposals. There will be 10 minute presentation on each of the proposals from the Academic Senate, the Division Chairs and from the College-wide Task Force and any other proposal that will come forward today. After the presentations are completed, the floor will be open for questions and discussion. After a reasonable length of time for questions, GAP will be asked

to make a recommendation. She emphasized that while we might want to keep reviewing these options, we don't have any more time to devote to the recommendation process because GAP must move its attention to other pressing items such as accreditation and the budget deficit. After she receives today's recommendations, she will review and make her final recommendation sometime next week to the Chancellor.

Before beginning the presentations, she asked GAP to go back over the Non-Instruction Recommendations that were discussed on October 7 and clarify whether or not GAP has reached a consensus on each of the eight reorganization proposals.

1. Research, Planning and Institutional Effectiveness:

President Robles said that the Director of Research position is underway and we are interviewing now. SEIU has agreed to the changes to the job description of the Research Technician. The District has agreed to pay 15% of each position. Portions of the Director and Research Assistant positions will be covered by the vacant Sr. Financial Analyst position. Stephanie Kashima, Academic Senate President, noted the concern that administrative costs are going up and President Robles noted that we must stay committed to this function because it is a priority for the college affecting major areas, such as Basic Skills Initiative, and Accreditation. GAP endorsed this recommendation with the note to sustain the attention to overall costs.

2. Human Resources:

GAP has no position at this point until we have updated information from the District.

3. Emergency Services:

There was no update to the proposal, so GAP takes no position at this time.

4. Administrative Services:

GAP takes no position until it is updated.

5. Information Systems:

GAP has issues with this proposal. They are centered around the Application Manager position. Members need to know how that position will address the ongoing IS problems with prioritization of projects. GAP would prefer to see more workers with accountability, and responsibility for project management than another manager position.

6. Library Services:

GAP does not support the reassignment of the MC Library Director to manage both college libraries. GAP wants to upgrade the current MC position and deal with any supervisory issues ourselves.

7. Admissions & Records:

GAP endorses this proposal with consideration given to the fact that both MC and WVC are working to update the job descriptions for the Director of A&R positions. President Robles, President Gaskin, VP Johnson and VP Hinds will meet this week to discuss their progress.

### **Instructional Reorganization Proposals:**

**Organizational Review Task Force** : Cathy Cox, chair, opened the discussion with a brief overview of the results of the task force which was convened over the summer and concluded with its report to the college on October 5. This Task Force was comprised of the following members representing their constituent group:

Cathy Cox Academic Senate  
Thais Winsome Academic Senate  
Rick Rivas Academic Senate  
Jennifer Gile Classified Senate  
Nancy Parker-Cornejo Classified

Mike Denne Classified Senate  
Norma Ambriz-Galaviz Administration  
Penny Johnson Administration  
Peter Anning Administration

This Task Force spent over four months looking at the College's organizational structure and how best to meet the needs of our students, our instructional programs, our faculty and our staff. Their report recommended:

- 6 Divisions under Division Chairs
  1. Language Arts (disciplines dealing with verbal and written communication skills)
  2. Science, technology and engineering
  3. Health occupations programs (including WHP)
  4. C/TE and vocational education programs
  5. Liberal arts – humanities and social sciences
  6. Student Services
- 5 Deans = 4 Instructional and 1 Student Services
- No Director of Library Services – use the funding for that position to fund one of the Dean positions
- Director of Community Education
- Director of Research and Institutional Effectiveness
- Director of Child Development
- 5 Senior Office Coordinators, but did not make recommendations on their structure or workflow
- That the labs remain under areas they most closely support
- Creation of the Instructional and Student Services Council (ISSC) and that the ISSC not be a shared governance group

**MCAS Recommendation on Reorganization 10/27/08:** Stephanie Kashima, President of the Academic Senate, presented the Academic Senate's proposed recommendations resulting from their meeting on Tuesday, October 27. She passed out the narrative and an organizational chart for GAP to review. Their recommendations are:

- Six academic divisions
- 4 Deans = 3 Instructional and 1 Student Services
- Division Chairs on the same level as Deans
- Four director-level administrative positions = Director of Research, Director of Community Ed, Director of Child Development, Director of Library Services

- Director of Community Ed funded from Community Education fees (no impact to general fund)
- Each Dean to have at least one, but no more than two divisions to oversee
- 5 SOCs to support divisions 1-5
- Admin duties in the office of instruction divided among the three instructional deans
- Job descriptions for the four deans be revised to create common core of duties and to encourage flexibility
- Lab staff under deans whose academic programs are tied to the labs in question
- Creation of Instructional and Student Services Council to coordinate activities and communicate information between programs and departments
- Membership of ISSC includes deans, division chairs, any additional classified staff and faculty necessary to ensure adequate input and sharing of information
- MCAS will revise membership of the Academic Senate and its subcommittees
- MCAS recommends that the organizational structure of the college be reviewed at a minimum of every three to five years.

**Office of Instruction Proposal 10/28/09:** Norma Ambriz-Galaviz, Vice President of Instruction, has prepared two proposals as adjustments to the MCAS 10/27/09 proposal. They are as follows:

**Three Dean Proposal:**

1. 3 Deans within Instructional Services, 1 Dean in Student Services
2. 6 Division Chairs as follows and reporting to deans:
  - Liberal Arts
  - Language Arts
  - Business and Technology
  - Applied Science
  - (2) Math/Science

**Two Dean Proposal:**

1. 2 Deans in Instruction and 1 Dean in Student Services
2. 6 Division Chairs

Gerry Oliver, Classified Senate Representative, handed out a statement that agreed with the MCAS 10/27/09 proposals, emphasizing that the Classified Senate was most concerned about overall costs of reorganization and consider it to be a major factor in which way we go and how the reorganizational proposals will affect the workload of Classified Instructional Staff.

President Robles opened the floor to questions and after considerable discussion she asked GAP to make its recommendation to the President.

GAP made no specific recommendation as to a specific model. It was recommended that the President consider what can reasonably be done today to assure an equitable distribution of workload among the Departments, Divisions and Deans and to consider Classified perspective in the workload evaluation and

that GAP recognizes that we have to cut costs and that the College must be prepared to prioritize where the cuts will occur.

Vice President Ambriz-Galaviz will send out a narrative explanation of the 10/29/09 OI Proposals later that afternoon.

President Robles said she will consider all proposals in her recommendation to the Chancellor and forward recommendations that will address accreditation, efficiency and accountability.

She will make her recommendations to the Chancellor next week.

Meeting was adjourned at 12:10 p.m.

Respectfully submitted by Linda Angelotti on October 30, 2009

**NEXT MEETING:            November 4, 2009**