

MISSION COLLEGE ACADEMIC SENATE AGENDA

Approved Meeting Minutes

Date: September 5th, 2013

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. New Academic Senate President, Wael Abdeljabbar, reviewed the Senate membership and encouraged faculty to speak to their associate faculty to apply for the associate faculty Senator position. He also encouraged those Divisions who have vacant positions on the Senate, to do their best in filling those vacancies.

Senators	A	P	Senators	A	P
Applied Science- C. Beggs	X		Liberal Studies- M. Johnston		X
Applied Science- Vacant	X		Liberal Studies- Vacant	X	
Associate Fac- S. Rettus		X	Liberal Studies- Vacant	X	
Associate Fac- Vacant	X		Math & Science - K. Neary		X
ASG Rep- Vacant	X		Math & Science - A. Piekarski		X
ASG Rep- Vacant	X		Math & Science – R. Reed		X
Bus & Tech- H. Sun		X	Senate President – W. Abdeljabbar		X
Bus & Tech- J Van Tassel		X	Student Services – C. Perlas		X
Lang Arts- C. Brown		X	Student Services – T. Tran		X
Lang Arts- L. Glaser		X	Guests: C Cox, L Martin, T Thompson, LH Pham, S Shishani		X
Lang Arts- J. O’Neill		X			

Additional attendee: Jennifer French, Senior Administrative Assistant to the Academic Senate

II. Order of the Agenda

Motion: to approve the order of the agenda with no changes (M/S/U - Van Tassel/Sun)

III. Approval of MCAS Meeting Minutes

Approve minutes from the May 16, 2013, meeting.

Motion: to approve the meeting minutes from May 16, 2013 with one change of adding page numbers (M/S/P – Johnston/O’Neill; abstain – Van Tassel, Reed)

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.

There were no oral communications from the public.

V. Information & Announcements (College & District)

Senior Administrative Assistant, Jennifer French, informed the Senators that they have all been given Rostrums to pass out to their constituents.

Cathy Cox noted that Heather has posted drafts of the accreditation standards on the website for the upcoming accreditation. She encouraged faculty to log in and pick a section to review and give feedback on. By the end of the

semester, the documents will need to be submitted to the board for approval, which is why they need the faculty's help now.

President Abdeljabbar noted that there are a few new procedures for the Senate meetings: everyone attending is asked to sign in; Senators now have name cards to place in front of them at meetings and these name cards will be picked at the end of each meeting.

VI. Administrative Business/Actions/Appointments

A. President's Report

The Chancellor would like to organize and host a teaching and learning conference. This will be discussed later in the agenda.

At District Council meeting, it was discussed that the college is moving into basic aid. Ed Maduli will be invited to speak to the Senate on this topic. Basic aid is when local property tax revenue exceeds the funding that the state provides. Under basic aid there is no need to factor in state aid because state taxes and student fees surpass the minimum funding level established by the state. To clarify, West Valley/Mission Colleges were added to basic aid at the end of academic year 2012/13. So the college is already in basic aid. Each Senator is encouraged to go back to their division to get feedback and questions that can be posed to Mr. Maduli when he visits the Senate.

Basic Aid – What it means to WVMCCD

Background

- Basic Aid occurs when the local property tax revenue in a community college district exceeds the total funding that the State would have provided as calculated by SB 361 apportionment. Under Basic Aid, there is no need to factor in any State aid because the property taxes and student fees surpass the minimum funding level established by the State. A Basic Aid district may not be affected by statewide shortfalls.
- Prior to the start of FY 2012/13, there were four Basic Aid districts: Marin, Mira Costa, San Mateo, and South Orange County. At the end of FY 2012/13, two additional districts achieved Basic Aid status: San Jose-Evergreen and West Valley-Mission.

Implications for the District

- With the District achieving Basic Aid, it is no longer dependent on State aid. Local property taxes and enrollment fees will be the primary source of revenues for the District.
- Achieving Basic Aid (in the short-term) does not increase the District's revenues to mitigate the District's shortfall. The State apportionment (\$8.5 million) that the District included in its adopted budget for FY 2012/13 has been replaced (equally) by local property taxes. Expenditures for FY 2013/14 still exceed anticipated revenues by \$4.5 million. This was the case even before the District achieved Basic Aid status. One-time funds will be used to cover \$3.0 million of the shortfall. This will need to be replaced with on-going revenues in FY 2014/15. The other \$1.5 million will come from the Land Corporation and that funding will continue into the FY 2014/15 budget.
- The outlook for the District beginning in FY 2015/16 is rosy; however, the District must implement a budget reduction plan in FY 2014/15 to cover on-going reductions that were initially covered with one-time funds in FY 2013/14.

Next Steps

- The District must:
 - Balance its expenditures with anticipated local revenues. There is still an anticipated \$3.7 million shortfall for FY 2014/15.
 - Manage its enrollment targets.
 - Develop a board policy: "Basic Aid Funds Allocation Process."

In response to Senator Johnston's question regarding FTES, basic aid does not affect FTES. The Colleges are moving to basic aid because it is better financially, to answer Senator Van Tassel's question. Discussion ensued with questions being answered.

Also thru District Council, is a basic aid work group proposal. The basic aid work group will decide how to spend any additional funds received from basic aid. This work group will work for District Council. Its recommendations will be reported to District Council no later than March 2014.

BASIC AID FISCAL WORKGROUP PROPOSAL

Recommendation:

Establish a fiscal workgroup to develop a Board Policy concerning "Basic Aid Funds Allocation Process" and an accompanying administrative process that details the process for allocating basic aid funds.

Proposed details:

Membership of not more than ten individuals. Proposed membership:

- College Academic Senate Presidents or their delegates (2)
- College Classified Senate Presidents or their delegates (2)
- College administrators - Vice Presidents of Administrative Services (2)
- District services – Vice Chancellor and Director of Fiscal Services (2)
- ACE representative (1)
- WVMCEA representative (1)

Classified Employees Association

Reporting:

The workgroup will report to District Council.

Its recommendation will be presented to District Council no later than March 2014 so that the policy and procedures can be approved and implemented before the end of the fiscal year.

Discussed in Division Council are SLO's (Student Learning Outcomes.) In order to be accredited, there are different levels of implementations. We now need to be at the top which is sustainable continuous quality improvement. SLO's and assessment are on-going, systemic and are used for on-going quality improvement. Senator Perlas mentioned that there is a module now in Curricunet to figure SLO's, and she will be providing training on that module.

From the Accrediting Commission for Community and Junior Colleges:
 Rubric for Evaluating Institutional Effectiveness – Part III: Student Learning Outcomes

Sustainable Continuous Quality Improvement	<ul style="list-style-type: none"> • Student learning outcomes and assessment are ongoing, systematic and used for continuous quality improvement. • Dialogue about student learning is ongoing, pervasive and robust. • Evaluation of student learning outcomes processes. • Evaluation and fine-tuning of organizational structures to support student learning is ongoing. • Student learning improvement is a visible priority in all practices and structures across the college. • Learning outcomes are specifically linked to program reviews.
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Also discussed in Division Council was enrollment. Enrollment is approximately 5% below last year and efficiency is around 497. There is a decline in enrollment overall. There was some discussion about changing the evening class time, but nothing was approved. Senator Johnston stated that he is one of the few faculty members experimenting with teaching from 6:30-9:40pm to see how well this time frame is received. President Abdeljabbar suggested sending out a survey to all sectors to get an accurate reading of what time is preferred for night classes.

B. Committee Appointments

MC President Search Committee

Motion: to appoint Wael Abdeljabbar and Thuy Trang (M/S/U – Johnston/Perlas)

President Abdeljabbar encouraged the faculty to step up and join this hiring committee so they have good faculty representation. A question was raised as to whether or not associate faculty can be on the committee. Jennifer French will research and let the Senators know.

Curriculum Review Committee

Motion: to appoint Pat Hudak for fall and Curtis Pembrook for spring (M/S/U – Sun/Piekarski)

Motion: to extend this main topic by 10 minutes (M/S/U – Sun/Glaser)

AANAPISI Steering Committee

There were no volunteers for this committee.

AANAPISI Funding

President Abdeljabbar appointed Cathy Cox while the Senate was not convened.

C. Senate Sub-Committee Reports

President Abdeljabbar reviewed the Senate sub-committees and identified their current chairs. Each sub-committee will be invited to the Senate to give updates on a more regular basis.

Academic Directions Committee (ADC) - This sub-committee is chaired by Thais Winsome.

Curriculum Review Committee (CRC) – Cathy Cox reported that they met for the first time yesterday. Currently, they are working on setting a meeting schedule. Cathy also noted that new curriculum needs to be signed off by tech review no later than the day before Thanksgiving. Additionally, it is generally not possible to approve a course now for it to be launched in spring. The course should, however, be able to get it into the catalog for next fall. There are curriculum trainings available and are open to anyone who would like to attend, not just Curriculum Review Committee members. If anyone is interested, they may contact Cathy Cox.

Distance Learning Committee – This sub-committee is in need of a chair. If anyone is interested, please contact the Senate.

Senator Jim van tassel noted that now would be a good time to review the committees to see which are no longer active, as this is something that can affect accreditation.

Pre-Requisite Implementation Task Force – This is technically a task force of the Senate, not a sub-committee. As per Cathy Cox, this task force is coming back to life. She will put in an agenda request to discuss the happenings of this task force once it is better established.

Professional Development Committee – Jennifer French, Senior Administrative Assistant, will research the members of this committee and contact them to set up time for them to report to the Senate.

Program Review Committee – This sub-committee is chaired by Pat Hernas.

Motion: to extend this main topic by 10 minutes (M/S/U – Sun/Piekarski)

E. District Academic Senate

There are currently no meetings set up yet for the District Academic Senate (DAS.) It will be either a Tuesday or Thursday, depending on meeting location during regular Senate meeting hours. The current members are: Matthew Johnston, Ashley Piekarski, Helen Sun, John O'Neill, and Sara Rettus.

Motion: to appoint Jim Van Tassel and Kelly Neary as alternates on DAS (M/S/U – Johnston/Perlas)

G. Other

Elect Senate Vice President: This item will be addressed at the next Senate meeting.

VII. Old Business

There was no old business.

VIII. New Business

A. Presentation on the Academic Senate's Role (Abdeljabbar)

Senator Abdeljabbar gave a PowerPoint presentation on the Academic Senate's role within the college. He reviewed 10+1, the ASCCC, and other details. The PowerPoint will be emailed out along with these minutes.

Senator Johnston pointed out that in this district, the Senate can go directly to the Board to make recommendations, unlike some other community college districts.

B. Discuss Proposed Teaching and Learning Conference (Abdeljabbar/Senate)

President Abdeljabbar met with Chancellor Schmitt to discuss his proposed teaching and learning conference. The conference will be held once at Mission and once at West Valley. Faculty from all over the state will be invited and topics will include how to teach students. Foundation money will be taking care of this activity, as per the Chancellor. The conference will be held on Saturdays to make it available for as many as faculty as possible. This would first be a local conference with the goal of having it eventually become a state-wide event. The Chancellor also mentioned to President Abdeljabbar that he would like to have a keynote speaker. Senator Sun asked who is going to be in charge of planning and organizing this event. As per the Chancellor, he and his staff would be doing the planning and organizing. Senator Rettus asked if the associate faculty would be invited and funded to attend. President Abdeljabbar noted that the Chancellor stated that the event would be of no cost to the attendee. Discussion ensued. Cathy Cox suggested eliciting faculty to do presentations on teaching and learning. While this conference is not set in stone, perhaps the newly formed Professional Development Committee could be involved in the planning of the event should it move forward. As per the Chancellor, Foundation money will be used to fund this event. Cathy Cox noted that there is a difference between LandCorp and the Foundation, and that the foundation elicits funds from outside the college. President Abdeljabbar asked the senators to go back to their constituents to get more questions.

C. Consider On-Campus Mentoring (Abdeljabbar/Senate)

President Abdeljabbar presented the idea to the senate of re-establishing a mentorship program. This program would pair up established full-time faculty members with newly hired full-time faculty members, one-to-one. Additionally, the mentor would be someone who is not on the new faculty member's tenure committee. Senator Van Tassel noted that when he was hired he had a mentor and found it very helpful, and it was someone from another department. Brief discussion ensued. It was noted that there is new faculty orientation once a month. Additionally, the Senate will work with the Office of Instruction on implementing this mentorship program.

Motion: that the Senate implements new full-time faculty mentoring beginning this fall, in conjunction with the Office of Instruction, with the mentor being a current full-time faculty member who is not on the new faculty member's tenure team and is from another department. (M/S/U – Perlas/Piekarski)

D. Discuss Possibility of Distance Learning Sub-Committee Reporting to Curriculum Committee (Cox/Senate)

Cathy Cox discussed the idea of having the Distance Learning Sub-Committee report to Curriculum Review Committee (CRC.) This idea came up 1-2 years ago, and wanted to bring it up again, however this is not an official recommendation or request. In many colleges, distance learning is seen as an area that is part of curriculum development. Senator Sun asked

what the long term plan is for distance learning as accreditation will be looking at that. VPI Martin responded by saying that this is high on her priority list. Senator Van Tassel asked if the Distance Learning Committee is empowered by the State, like the Academic Senate is? Cathy Cox stated that to the best of her knowledge there is nothing in Title 5 that requires a Distance Learning Committee. There is a requirement that requires distance learning proposals be approved by the Curriculum Review Committee. If the Distance Learning Committee were a sub-committee of CRC, one possibility would be to revise the approval process so the Distance Learning Committee could review curriculum and present it directly to the CRC who would then do the final approval, including the distance learning recommendation. Discussion ensued.

E. Update on Dean Reorganization and Department Assignments (Martin)

New Vice President of Instruction, Dr. Leandra Martin, gave an update on dean reassignments and department moves. While there was an announcement in the Senate last year of some dean/department reassignments, they have decided to take a step back and keep things the way they are. VPI Martin noted that they will continuously look at everything and plan on having a dialogue when considering these changes. Additionally, not everything seems out of place and at this point there are no plans for a major reorganization. Senator and guest questions were answered. Cathy Cox asked if there was any consideration given to moving Academic Skills Center into the Language Arts Division, and the Child Development Center into the Business & Technology Division, which would seemingly be a more logical placement. VPI Martin responded that this seems logical, but these discussions haven't happened yet so it seemed premature to change assignments until the discussions happen. Discussion ensued as to who should start the dialogue of reassigning a department.

F. Discuss and Consider Applicability of Graduation Proficiencies and Competencies of Various Degrees (Coleman/Cox/Senate)

This item has been pulled from the agenda at the request of Yolanda Coleman and Cathy Cox. They will bring it back to the Senate when they are ready to present.

IX. Future Agenda Items

Senator Helen Sun asked what the normal timeline for faculty hiring prioritization is. President Abdeljabbar will put this item on a future agenda and report out.

President Abdeljabbar would like to look into streamlining the hiring of part-timer faculty and would like to invite HR to a Senate meeting to discuss this topic. He noted that the Academic Senate is in charge of looking at the process of hiring part-time faculty.

- A. Consider Course Substitution Policy (Senate/Coleman) (I/A) (Fall 13)
- B. Consider Approval of Revised Program Revitalization and Discontinuance Policy (Senate/ADC) (Fall 13)
- C. Discuss F/W Grading
- D. Discuss Need For and Impact of English Writing Assessment for Placement (Cox)
- E. Number of Senators Allocated Based Upon Previous Consolidated Divisions
- F. Presentation on Pass/No Pass Option (Grogan)

X. Adjournment

Motion: to adjourn the meeting at 3:52 pm (M/S/U - Sun/O'Neill)

These meeting minutes are being submitted by Senior Administrative Assistant, Jennifer French.