MISSION COLLEGE ACADEMIC SENATE AGENDA
Approved Meeting Minutes
Date: September 12th, 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 2:20 pm.

President Wael Abdeljabbar asked for an update from those divisions with vacant Senate positions. Senator Matthew Johnston noted that he is working on recruiting more Senators, as is Senator Cathy Beggs. President Abdeljabbar reminded faculty of their institutional responsibility and that there are many sensitive issues coming up that require Senate input. Senior Administrative Assistant, Jennifer French, informed the Senate there are four associate faculty members who are running for the one associate faculty Senator position.

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: L Martin, P Schmitt, S Shishani, T Thompson, J Shillings, L Thompson		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 (M/S/U – O'Neill/ Sun)

III. Approval of MCAS Meeting Minutes

Approve minutes from the September 5, 2013, meeting.

Motion: to approve the meeting minutes from September 5th with changes: page 2 Basic Aide should be Basic Aid; page 6 faculty firing should be faculty hiring (M/S/P – Tran/Glaser; abstain – Van Tassel, Beggs)

IV. Oral Communication from the Public (5 minutes/person)

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 was no oral communication from the public.

V. Information & Announcements (College & District)

Jessica Shillings, STEM/Transfer Program Coordinator, visited the Senate to give an update on happenings with STEM (Science, Technology, Engineering, and Math Programs.) They are opening a new study space for students which was

funded by the AANAPISI Grant. Also, next week is the first-ever Science, Technology, Engineering, and Mathematics week from September 16th through September 20th. Each day will they will have either a speaker or a guest panel and all are invited. Jessica passed out a flier to each Senator with the information. Also, the STEM Learning Center grand opening is Tuesday, September 17th at 4pm. There are several guest speakers lined up and the Board of Trustees, and members from the Chamber of Commerce will be attending. At 5pm, right after the grand opening, they're holding the monthly Chamber of Commerce mixer, with Mission College Hospitality Management doing the catering.

VI. Administrative Business/Actions/Appointments

A. President's Report

In meeting with the Health and Wellness Committee Chair, Bianka Guardino, it was learned that there are many people on campus who use this program. As faculty need to be made aware of what to do, Priscilla Jones has been invited to the Senate to make a presentation. In terms of the Health and Wellness Committee, two faculty members are needed for this sub-committee. Senators are asked to speak to their constituents to encourage them to be on this important committee. They meet on the 1st and 3rd Thursday from 12:30-2:00pm.

Senator Cathy Beggs suggested changing the hours so they could get more participation. Vice President of Instruction, Leandra Martin, spoke on the need for faculty to volunteer for these committees as part of their institutional responsibility as this does relates to accreditation. There are a lot of committees and they need faculty participation. VPI Martin stated that she sees the same names over again volunteering for committees, while other people's names she doesn't see anywhere. Somehow, those not volunteering need to be swayed to participate, especially now that the College is working on accreditation.

Out of Division Chair Council, they are considering offering night classes starting at 6pm or 6:30pm. They are considering those times, depending on student's needs.

VPI Martin told the Senate that she did some comparative research looking at other college's offerings, noting that many local colleges offer evening classes that start between 6 and 6:30. She said that the evening class enrollment is down and efficiency needs to get up so the College meets its targets. Senator Johnston noted that he is teaching his night classes starting at 6:30pm and his enrollments are up. He feels that many students are put off by an end time that is after 10pm. So this may make a big difference in enrollment when the class ends at 9pm.

Update on the Gilmore Center from Division Chair Council: Within the next few days the move date will be announced.

VPI Martin told the Senate that moving in to the new building has been postponed, but they hope to offer classes during the summer. The Division Chairs have been informed, as this will affect scheduling. They are still moving forward with making decisions on furniture. President Abdeljabbar noted that this will affect class offerings during the summer.

Also out of Division Chair Council, there was encouragement to offer winter courses to meet the College's goals. Senators are encouraged to speak to their Division Chairs to offer efficient courses during the winter.

VPI Martin told the Senate that there are some winter submissions and she knows that there wasn't much time when the deadline for submission was extended. She also noted that in order to meet their goal, additional classes must be pedagogically sound. Senator Glaser asked if classes can be offered after 6pm, unlike last year. VPI Martin said that they are not saying that this year. They would be grateful if faculty come up with pedagogically sound classes to offer. Mission College is offering half of what West Valley College is offering for winter, and their enrollment is down 13%. Everyone in the Valley is having enrollment issues.

Division Chair Council noted that four courses will be offered at Santa Clara High in general education on Thursdays. Currently, there are three courses being offered. The courses offered at high schools belong to Mission College (MC) and are taught by MC faculty. The fees collected from the courses go directly to MC.

There was a student survey from summer 2013. Below are some of the responses. This survey will be emailed out to the Senators to share with their constituents. The information it contains is very interesting and useful.

2. How many classes are you taking at Mission College this summer?

Answer Options	Response Percent	Response Count
1 class	66.6%	651
2 classes	25.6%	250
3 classes or more	7.8%	76

answered question	977
skipped question	1

3. Is this your first time taking classes at Mission College?

Answer Options	Response Percent	Response Count
Yes, this is my first time taking classes at Mission College	40.0%	388
No, I've taken classes at Mission College before	60.0%	582
answered question	970	
skipped question	8	

4. What is the primary reason you chose Mission College for Summer Session classes this year?

Answer Options	Response Percent	Response Count
I'm already going to Mission College and wanted to get ahead on my coursework	38.4%	326
High School Credit	18.9%	161
The positive reputation of service/instruction	3.2%	27
A specific class I need was only offered at Mission College	11.1%	94
Convenience of location	11.2%	95
Convenience of Summer Session dates and/or session length	16.4%	139
Other (please specify)	106	
answered question	850	
skipped question	128	

5. Were you a student at Mission this past spring (Spring 2013)?

Answer Options	Response Percent	Response Count
Yes, I was taking classes at Mission College	40.9%	397
No, I was enrolled in High School	22.6%	219
No, I was taking classes at a college other than Mission College	23.8%	231
No, I was not taking classes anywhere	12.8%	124
College name:	193	
answered question	971	
skipped question	7	

6. How will your Summer Session class(es) at Mission affect your Fall 2013 course load at Mission College?

Answer Options	Response Percent	Response Count
Taking summer classes will have no effect on the number of units I take in Fall 2013	64.3%	604
Taking summer classes will lead me to take more units at Mission College in Fall 2013	18.0%	169
Taking summer classes will lead me to take fewer units at Mission College in Fall 2013	17.8%	167
answered question	940	
skipped question	38	

8. What is your educational goal?

Answer Options		Response Percent	Response Count
Associate Degree		14.9%	128
Vocational/technical program certificate		2.7%	23
Bachelor's Degree from a college or university		70.3%	603
Certification (initial or renewal) or job-related training		5.4%	46
Self-improvement/pleasure		6.8%	58
Other (please specify)	112		
answered question	858		
skipped question	120		

9. How did you learn about Summer Session classes at Mission College?

Answer Options		Response Percent	Response Count
Attended Summer Session in a previous year		30.8%	292
Cal State East Bay Pioneer newspaper advertisement		0.3%	3
E-flier from Santa Clara Unified Schools		1.1%	10
Facebook advertisement		0.5%	5
From other Mission College students		26.5%	251
From Mission College Faculty/Instructors		7.4%	70
From Mission College Counselors/Staff		8.7%	82
From High School Counselors or Instructors		15.1%	143
Mission College Web Page		39.0%	369
Pandora Internet Radio advertisement		0.8%	8
Received a postcard from Mission College		1.9%	18
Safeway Shopping Cart advertisement		0.5%	5
SJSU Spartan Daily newspaper advertisement		2.6%	25
answered question	947		
skipped question	31		

Last week a representative from Intel approached STEM Project Coordinator, Jessica Schillings, and offered to have one MC student be mentored by one of their people. Additionally, they will pay MC $15,000. This is a great and exciting opportunity. The implementation of this partnering will be very soon.

Senator Perlas mentioned that MESA has a similar mentorship with Cisco.

From PGC, MC enrollment update as of September 11th:
Unduplicated Headcount: 9,038
Seat Count: 24,000
Total FTES: 2,995.62

VPI Martin noted that they are making an estimate on the late start classes. Also, the College has lowered their target and spread out some FTES during the winter. Due to that, the College is down from last year at this point, but they're hoping to make up for that with late start. She also mentioned that the new target is 3100 for this semester. VPI Martin also stated that they deeply appreciate those faculty members who have accepted extra students into their classes.

Vice Chancellor of Central Services, Ed Maduli, will be invited to the next MC Academic Senate meeting. Representatives from ACE and CBAC will be in attendance. Please invite anyone who is interested.

The Board of Trustees will be having another open format meeting with constituents on October 1st at 5:30pm at West Valley. They had their first meeting of this type last semester on May 7th. It will be the same format, with breakout

sessions to discuss a variety of topics. Please reserve a seat via the link sent in the recent email. Please note that there will be no negotiations allowed during these discussions. There will be another one of these meetings at Mission College in the spring, but the date hasn't been set yet.

Senator Johnston noted that the last meeting was fairly informal, and the board was very interested in all of the dynamics of the campus. He felt that the Board was learning a lot from the faculty and staff talking to them.

Reduction Process: Items 6 and 7 need to be paid close attention to. Please discuss these with your Divisions as the reduction topic will be agendized for a future Senate meeting.

6. Consider Program Reductions in conjunction with Academic Senate, based on reduction needs and a formal conversation regarding programs.
7. Consider strategic reductions in Associate Faculty (difficult given 2010/11 permanent reduction)

B. Committee Appointments

MC President Search Committee
Rod Pavao
Carol Qazi
Motion: to appoint Rod Pavao and Carol Qazi to the MC President Search Committee (M/S/P – Johnston/Perlas; abstain – Glaser)

AANAPISI Steering Committee
There were no volunteers for this committee. President Abdeljabbar encouraged Senators to go back to their constituents and encourage them to volunteer for this committee.

Governance And Planning Committee
This appointment will take place at the next Senate meeting. There was some question as to whether or not a new hire faculty member could be on a committee. VPI Leandra Martin will find out whether or not Mission College allows that.

C. Senate Sub-Committee Reports
There were no sub-committee reports.

D. Other Reports
There were no other reports.

E. District Academic Senate

Currently, all five Mission College District Academic Senator positions are filled. President Abdeljabbar spoke with West Valley Senate President, Eric Pape, to decide on meeting dates and how many times the DAS should meet this semester. They decided that there will be one DAS meeting in October to be held at Mission College, and one meeting in December at West Valley. However, West Valley may need to be changed to the end of November due to finals week. These meetings will be replacing regular Senate meetings.

F. Recognitions
There were no recognitions.

G. Other

Elect Senate Vice President
Motion: to appoint Senator Char Perlas as the MCAS Vice President (M/S/P – Van Tassel/Beggs)

VII. Old Business

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

Chancellor Patrick Schmitt came to the Senate to discuss his proposed teaching and learning conference. In Jacksonville, Florida, they hold a very successful Teaching and Learning Conference, which is in its 25th year. (Teachlearn.org) Chancellor Schmitt would like to hold a teaching and learning conference at Mission College in April. He noted that this would be a yearly conference for people from the state as well as the rest of the country, and it will change campuses each year. The

event would be free, except for lunch. (West Valley and Mission College faculty would get lunch for free.) There will be a variety of speakers. The idea for this conference comes out of the idea of improving teaching skills. The Chancellor stated that funding will come from non-direct college sources, and possibly from LandCorp, but he's trying to get the Foundation to fund it. If there is interest on both campuses, he will move this forward. However, if there's no interest, the Chancellor will not move forward. He expects to have between 100 and 200 attendees. He likes to target a lot of these towards associate faculty as they get left behind. Senator questions were answered. The Chancellor said that the Jacksonville conference is tremendous and he encouraged faculty to attend noting that they can use their conference funds. The event will be publicized with the hopes of making it a known conference. He hopes that after three or four years this event could be known as the teaching and learning conference for the West Coast. VPI Martin noted that the timing is good as it aligns with SSTF and accreditation goals. Suggestions were made and questions were answered. The Chancellor asked the Senators to talk to their constituents and create a buzz about this. He stated that teaching and learning is one of his favorite things and it's more interesting to talk about than the budget! He also stated that he has people on his end who will run this conference. He'd like to make a decision about this by the end of September. Senator Beggs suggested contacting the San Francisco 49ers would like to sponsor the event, as the 49ers are moving to Santa Clara. It was also mentioned that there is a newly formed Faculty Development Committee, which is a sub-committee of the Senate which could also work on the event.

This item will be reagendized for September 19th so the Senators can speak with their constituents and get feedback.

B. Update on On-Campus Mentoring (Abdeljabbar)

The Mission College Academic Senate successfully collected ten volunteers to be mentors for the new mentorship program. President Abdeljabbar will meet with the Office of Instruction to coordinate the pairing up of mentors and new faculty. The ten mentor volunteers are listed below:

Yolanda Coleman
Cathy Cox
Bianka Guardino
Kathy Henderson
Keith Johnson
Matthew Johnston
Kelly Neary
Char Perlas
Rebecca Tran
Camilla Weiberg

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

This item will be reagendized as Cathy Cox was unable to attend the Senate meeting.

VIII. New Business

A. Presentation on Pass/No Pass Option (Grogan)
This item will be reagendized as Rita Grogan was unable to attend the Senate Meeting. The Senate would also like her to speak on the new F/W grading policy.

IX. Future Agenda Items

A. Faculty Hiring Prioritization
B. Discussion on Streamlining Part-Time Faculty Hiring Process
C. Consider Approval of Revised Program Revitalization and Discontinuance Policy (Senate/ADC) (Fall 13)
D. Discuss F/W Grading
E. Discuss Need For and Impact of English Writing Assessment for Placement (Cox)
F. Discussion on MC Department Website Issues (Johnston)

X. Adjournment

Motion to adjourn at 3:42pm (M/S/U – Sun/Tran)