

MISSION COLLEGE ACADEMIC SENATE AGENDA

Approved Meeting Minutes

**To: Mission College
Date: September 26th, 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 2:16pm. New Associate Faculty Senator, Jeffrey Elliott, was introduced to the Senate.

Senators	A	P	Senators	A	P
AS President- W Abdeljabbar		X	Lang Arts- J O'Neill	X	
Applied Science- C Beggs		X	Liberal Studies- M Johnston		X
Applied Science- C Brockmeier		X	Liberal Studies- Vacant	X	
Associate Fac- J Elliott		X	Liberal Studies- Vacant	X	
Associate Fac- S Rettus		X	Math & Science - K Neary		X
ASG Rep- D Medina		X	Math & Science - A Piekarski		X
ASG Rep- V Le	X		Math & Science – R Reed		X
Bus & Tech- H Sun		X	Student Services – C Perlas		X
Bus & Tech- J Van Tassel		X	Student Services – T Tran		X
Lang Arts- C Brown		X	Guests: C Cox, L Martin, R Grogan		X
Lang Arts- L Glaser		X			

Additional attendee: Academic Senate Senior Administrative Assistant, Jennifer French

II. Order of the Agenda

Motion: to approve the order of agenda (M/S/U - Beggs/Piekarski)

III. Approval of MCAS Meeting Minutes

Approve minutes from the September 12 and 19, 2013, meetings.

Motion: to approve the MCAS meeting minutes from September 12th (Rettus/Beggs) The motion will be tabled until next week.

The minutes from 9/19 will be approved next week also.

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) (5 min)

Senator Char Perlas, Margaret Juncker, and Myo Mint are members of the NEH team and they have been working collaboratively with City College of San Francisco on a faculty development workshop. The workshop will be held at CCSF and Senator Perlas will be emailing information out to faculty regarding the workshop.

Palo Alto Networks (PAN) has signed an Academy Agreement with Mission College (MC.) MC will be the first PAN academy nationwide to offer courses in security.

VI. Administrative Business/Actions/Appointments (20 min)

A. President's Report Enrollment update

The college is still below its goal.

Mission College Fall 2013 Enrollment

Last updated 9/25/13

Date	Unduplicated Headcount	Seat Count	Total FTES
September 20	9,043	24,349	3,021.74
September 23	9,013	24,363	3,023.17
September 25	8,993	24,420	3,026.37

Source: WVMCCD Data Warehouse

WSCH FTES FTEF Detail Report

Enrollment Headcount Trend Report

Please note: Data is a reflection of how sections are setup in Datatel. When data entry errors occur, data may be skewed. Audit reports are run weekly to identify common errors. Data owners are encouraged to review their own data.

*Reference Data (As Available)**

Date	Unduplicated Headcount	Seat Count	Total FTES
3 Weeks Prior:
Opening Day:	..	22,379	2,816.99
First Census:	9,084	23,813	2,997.52
Last Year (9/24/12):	..	26,706	3,230.25

**Reference data is included when it is available. Due to historic problems with data coding and system reporting, historical data may not be available.*

Data is being archived currently for future comparison reporting.

Cathy Cox reminded the Senate that a few years ago the Senate put a restriction on the classes to be offered during the winter to preserve academic integrity: courses more than three units should not be offered during winter session as there is not sufficient time in three and a half weeks to get more than 162 hours of student work.

Division Council

They looked into accreditation. The November 7th MCAS meeting will be dedicated entirely to accreditation.

CBAC

Rick Bennett, CBAC Chair, went over Ed Maduli's budget presentation. The faculty and Senator's concerns over the budget process and the committee formed by Division Council was brought to the attention of CBAC noting that the Senate needs to be more involved.

B. Committee Appointments

GAP

The Senators were asked to go back to their Divisions to recruit members for GAP. Senator Glaser mentioned that her people say that they are fulfilling their work-to-contract hours and that they can do their institution responsibility by not joining committees.

Mental Health & Wellness Committee

Jennifer Costanza

Moirra Davis

Motion: to appoint Jennifer Costanza and Moira Davis to the Mental Health & Wellness Committee (M/S/U – Glaser/Tran)

C. Senate Sub-Committee Reports

Curriculum Review Committee (CRC)

Cathy Cox visited the Senate and gave an update on the happenings of the CRC. The CRC has had their first few meetings of the semester, and they are going to have meetings every other week this semester because of work-to-contract. This will allow the members to do curriculum work without exceeding the work-to-contract. There is a lot of curriculum coming at them this semester. Cathy noted that the launch deadline is not a hard and fast deadline of September 30. However, if a class is going to be offered next fall, it has to be approved by the end of this fall. New curriculum has to be through tech review before Thanksgiving so CRC has enough time to do the review and for it to go through the rest of the process. Also, there is a glitch in Curricunet and it might not be sending out reminders as often as it should. Cathy is working with the vendor on the problem and asked all faculty to log in on their own to check on the status of curriculum and make approvals as necessary. Cathy also asked that if revising curriculum, please make sure that the programs that curriculum is in also get modified/revised. Programs that are undergoing comprehensive program review next year should be modifying their programs this year. Senator questions were answered.

D. Other Reports

There were no other reports.

E. District Academic Senate

There was no District Academic Senate report.

F. Recognitions

Cathy Cox explained how the recognition process works:

Any faculty who would like to recognize a classified staff member or an administrator who is doing exemplary work, can either write a resolution or can recommend that a resolution be written. The person being recognized then gets invited to a Senate meeting where the recognition is read and approved by the Senate, with the final step being the presentation of the recognition.

G. Other

There were no other reports.

VII. Old Business

There was no old business.

VIII. New Business

A. Presentation on Pass/No Pass Option (Grogan)

Director of Student Enrollment and Financial Services, Rita Grogan, visited the Senate and explained the Pass/No Pass (p/np) option. This is the first semester that both colleges are offering the pass/no pass option with the new way of recording it in the system. A form was developed that the instructor does not have to sign off on and does include instructions for the student. Rita noted that an email was sent out to all current students that if they're taking a class that is offered with the pass/no pass grading option, they must indicate by the 30% point of the class if they would like pass/no pass. This timeframe is direct from Title 5. For courses that are pass/no pass only, a form does not need to be filled out. If a student fills out a form for a class where pass/no pass is not an option, Admission and Records informs the student. Rita reviewed the form with the Senators. Cathy Cox noted that in Curricunet the default for all courses includes the pass/no pass option. If you faculty want to change that option, it is considered an administrative change, and a revision would need to be launched in Curricunet. Also, it would not take effect until the next academic year. Rita pointed out that faculty will continue to submit grades, and the system will convert it to pass/no pass if the student has chosen that option by the deadline. Also, a D and F are not passing.

Motion: to extend this topic by five minutes (M/S/U – Van Tassel/Sun)

Rita noted that there is an audit trail. And they're working with IS right now to show proof on grade reports that the letter grade converted correctly to p/np. Discussion ensued. Rita noted that if the student wants to change back to a grade and are within the 30% deadline, it is a possible but A&R needs it in writing. Cathy Cox, on behalf of another faculty member,

brought up the topic of the 30% deadline that is set in Title 5, noting that many faculty are not happy that students have to make that determination before students even have a quiz in the class. If there's enough momentum, that deadline could be changed by the Board of Governors if someone wants to write a resolution for the state Senate to recommend. Rita continued by stating that the form is being added to Portal as a pdf fillable document and that they are working with IS to have it be an e-document with electronic signature. President Abdeljabbar suggested that faculty add a paragraph to syllabi on the pass/no pass option.

B. Presentation on F/W Grading (Grogan)

Rita Grogan spoke on the F/W grading option, looking for Senate feedback. She noted that this came about as a proposal from financial aid people and that F/W's are allowed in Title 5, so this is nothing new. Typically, the use of F/W is past the point where the student is dropped with a "W", which is the 75% point in the course. If an "F" grade is given, the financial aid office has to contact all faculty who gave an "F" to find out if it was an earned "F" or if it was given because the student stopped attending class but was never dropped, either by the instructor or the student. Per Title 4 regulations, they need to find out when the student stop attending, which can sometimes take weeks. The F/W grading is being proposed as a way to identify if a student received an "F" because they withdrew without officially withdrawing. When entering grades online, Rita continued, there will be a place for faculty to put in the date of last attendance. (This would be a new field.) She noted that this change also needs to go through the West Valley Academic Senate and the District Academic Senate to be approved before they could even begin working with IS. Senator Glaser noted that not everyone takes attendance, so not everyone will know the last date of attendance. Rita answered by stating that faculty can give their best estimate. Questions were answered and discussion continued. Senator Van Tassel noted a problem: some students sign up for classes so they are able to get on their parents insurance or for welfare. They sign up with the intention of only being there a few weeks. Rita replied that a few years ago the law was changed so children can be on their parents healthcare until age 26, regardless of whether or not they are enrolled in school.

Motion: to extend this topic by five minutes (M/S/U – Neary/Brown)

Discussion continued. Rita noted that if the current process continues, then Financial Aid will have to continue their tedious process of contacting each faculty member who gave an "F". She hopes that faculty would assist classified staff with the burden of upholding the Title 4 process.

This item will be reagendaized.

C. Examine MC Department Website Issues (Johnston)

Senator Johnston addressed the Senate and used the Philosophy department webpage as an example. He was trying to recruit more people for the Senate within his division so he went to the websites to look them up, whereupon he discovered that his department's webpage is out of date. He is concerned that people aren't getting accurate information. He would like to make updating department websites a part of institutional responsibility with the department chair or designee updating their website once a year. Additionally, it could be signed off on by each Department Chair so someone is held accountable. It was mentioned that Ken Oda is in charge of the web, should faculty need a contact person for help. VPI Martin noted that having syllabi on webpages is great for accreditation so the team can see it. Cathy Cox also noted that the College's course catalog is on the web and that faculty could add a link on their department's website to their corresponding page in the catalog. Discussion continued. VPI Martin noted that she would bring this up at the next Division Council meeting.

D. Discuss MC List of Potential Permanent 14/15 Reduction Areas (Abdeljabbar/Senate)

President Abdeljabbar went over the list of Potential Permanent 14/15 Reduction Areas with the Senate, focusing on items 6, 7, and 8. He noted that the below list was handed out at a CBAC meeting. VPI Martin stated that more specific details should be sent out by the end of October. Cathy Cox noted that the Senate approved CBAC to be the point body for this to be developed. Discussion continued. VPI Martin noted that program reduction would go through the Senate and the academic side has not been discussed in terms of making changes. Discussion continued. Senator Brown noted that the list doesn't include cost savings. VPI Martin believes that the plan is to have an all college meeting to have an open dialogue about this. The West Valley reduction list was brought up. Senior Administrative Assistant, Jennifer French, stated that she will send the WV list out to the MC Senators. Cathy Cox noted that while it does have dollar amounts attached to each item, there is much question as to the validity of those dollar amounts.

Mission College List of Potential Permanent 14/15 Reduction Areas to Investigate Participatory Governance: Division Council, Student Services Council, and President's Cabinet Presented to GAP from CBAC May 15, 2013

1. Reorganization and reduction at Mission College--2013
 - a. Consider reduction in Administration
 - b. Consider combining VP of Instruction and Student Services

2. Reductions and reorganization with associated MC cost-savings via consolidation or co-ownership with WVC or District of the following areas:
 - a. Technology Services (ITS and IS)--Audio-visual/Multimedia Services/Web Support
 - b. Marketing and Public Relations
 - c. Office of Planning and Institutional Research
 - d. Fiscal/Budget (Administrative) Services
 - e. A&R/Financial Aid
 - f. Print Shop
 - g. Duplicating Copy Center--3 models identified outsource, self-service, centralization

3. Consider reduction in hourly services for all Classified Staff (contractual)
 - a. Classified support, including but not limited to, Instructional support, Student Services, Office of Instruction, Admin Services, and Auxiliary Services.
 - b. Options identified:
 - i. Reduce Student Hourly, Temporary Employee, Contract or Professional Expert Expenditure
 - ii. Reduce/eliminate hours or days or service (32 hour work week)
 - iii. Close certain days per week
 - iv. Reduce 12 month classified staff/managers to 11 months;
 - v. Reduce 11 month classified staff/managers to 10 months;
 - vi. Close during specific periods, for instance in summer, winter session, spring break

4. Investigate Mission College reduction in Technology Services (ITS), Distance Ed. and Instructional Design

5. Consider funding reduction of Conferences and Professional Development (contractual for Faculty)

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)

8. Review potential consolidation or movement of programs between WVC and MC

9. Consider LandCorp funding options

10. Consider reducing the number of Athletic Teams at MC or in conjunction with WVC

11. Alternatives to reductions (ideas to reduce reduction amount required)
 - a. Leverage the additional 3% contingency/augmentation reserve in excess of State mandated Reserve
 - b. Work with State to reduce FON
 - c. Improve Facilities Rental revenue
 - d. Offset college salary cost with Bond Funding in percentage to time spent on Bond matters
 - e. Charge Foundation salaries outside of Fund 100
 - f. Establish a higher Efficiency Standard (10 points = \$400K) (Contractual)
 - g. Increase online course offerings
 - h. Increase Community Ed offerings and revenue to offset cuts
 - i. Evaluate super small depts with one or fewer faculty ☐ reduce or combine
 - j. Consolidate labs – garner FTES revenue generating opportunities

E. Deliberate Creating Associate Faculty Orientation or Contact Person (Rettus)

Senator Rettus spoke on the need for an associate faculty orientation, contact person, or orientation binder. There is a lot on information and many associate faculty don't even know what they are supposed to be looking for. Senator Neary

noted that her department has an associate faculty guide book. Discussion ensued. Vice President of Instruction, Leandra Martin, said that she takes this very seriously and would like to do something college wide. Senator Beggs noted that her division has one full-time person who interacts with the associate faculty. Senator Beggs also noted that the faculty handbook is quite old and is wondering if it can be updated. It was noted that the faculty handbook was taken off of the web, as per the request of VPI Martin as it had student ID numbers in it, and that it is currently being updated. Discussion continued.

F. Information on Streamlining Part-Time Faculty Hiring Process (Abdeljabbar/Senate)

An HR document on associate faculty recruitment process was emailed out to the Senators prior to the meeting. President Abdeljabbar asked the Senators to take the handout back to their constituents to get feedback. The original form is on the HR website under faculty hiring processes. Senator Beggs noted that she would like the actual application form reviewed. Senator Sun also noted that she likes having an open on-going pool. This topic will be reagendaized in at least two weeks.

G. Discussion on Developing SLO Accreditation Task Force (Perlas)

Senator Perlas addressed the Senate on the Student Learning Outcomes (SLO) Committee. She would like to resurrect the inactive committee as the SLO Accreditation Task Force as accreditation may be focusing in on the College's SLO's. This committee would focus on making sure that the College is compliant with all of the evidence that is needed to meet all of the accreditation requirements.

Motion: to create an SLO Accreditation Task Force, through the end of spring, consisting of 4-6 members from both student services and instructional departments in order to review the outcomes module in Curricunet. And also to determine that we're gathering the required materials needed for our accreditation visit in the spring. This includes courses and programs, and institutional as well. (M/S/U – Perlas/Sun)

IX. Future Agenda Items

Senator Glaser reviewed the resolution that she will be presenting to the Senate next week. That resolution will be emailed out to the Senators prior to the meeting.

- A. Presentation on Student Success and Services Program (Johnson/Sanidad) (10/3)
- B. Presentation from the Mental Health and Wellness Committee on the MC Student Behavior Concern Protocol and Procedures (10/3)
- C. Accreditation (11/7)
- D. Presentation on AB1725
- E. Discuss Need for and Impact of English Writing Assessment for Placement (Cox)
- F. Consider Approval of Revised Program Revitalization and Discontinuance Policy (Senate/ADC) (Fall 13)

X. Adjournment

Motion to adjourn at 4:10pm (Beggs/Sun)