

MISSION COLLEGE ACADEMIC SENATE AGENDA

Approved Meeting Minutes

To: Mission College

Date: November 7, 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 by Char Perlas, Academic Senate Vice President, as President Abdeljabbar was away at Plenary.

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

Additional Attendees	A	P
Jennifer French, Senior Administrative Assistant to the AS	X	
Guests: L Martin, H Rothenberg, L Martin		X

II. Order of the Agenda

Motion: to approve the order of the agenda (M/S/U – Beggs/O'Neill)

III. Approval of MCAS Meeting Minutes

There were no meeting minutes to approve.

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)

Vice President of Instruction, Leandra Martin, announced that the winter and spring schedules are available online.

VI. Administrative Business/Actions/Appointments (I/A)

There was no administrative business, actions, or appointments.

- A. President's Report

- B. Committee Appointments
- C. Senate Sub-Committee Reports
- D. Other Reports
- E. District Academic Senate
- F. Recognitions
- G. Other

VII. Old Business

There was no old business.

VIII. New Business

- A. Review and Discuss Mission College's Accreditation Preparation (Rothenberg/Cox) (I/A)

Cathy Cox, Heather Rothenberg, and VPI Martin presented on the accreditation report. VPI Martin distributed two hand-outs, which were then discussed and reviewed. (below)

DRAFT Summary of Actionable Improvement Plans
Mission College Accreditation Self-Evaluation

Actionable Improvement Plan

The college will establish an integrated planning calendar that establishes and coordinated ongoing cycles for all planning activities, including program review, strategic planning, and other college plans, such as technology and sustainability.
Possible standards: (1B3, 1B6)

Actionable Improvement Plan

The college will develop an integrated assessment report on progress towards both identified college goals and benchmarks identified in the State Student Success Scorecard.
Possible standards: (1B3, 1B6)

Actionable Improvement Plan

In order to provide more effective assessment and evaluation of distance learning outcomes, as well as to ensure that distance learning maintains its academic integrity, the college will provide an enhanced infrastructure for distance education. This infrastructure will include training on best practices for delivery of distance education as well as expanded technical support for both students and instructors. Possible standards: (2A1b, 2A2c, 2A2i, 2B.1, 3A1b, 3c1b)

Actionable Improvement Plan

The college will develop a user-friendly process for validating the interaction within distance education courses to assure appropriate rigor.
Possible standards: (3A1c, 2A6, 3 A5)

Actionable Improvement Plan

The college will improve the organization of its website to allow easier access to data and other information about the college by students, staff, and the public.
Possible standards: (2A6.c)

Actionable Improvement Plan

The college needs to provide training for faculty and staff college-wide on FERPA regulations to ensure full compliance with federal regulations. This training will be coordinated and planned by the college Professional Development committee and will be completed by the end of Spring 2014.
Possible standards: (2B3f) (4B3c)

Actionable Improvement Plans

The college will fully implement the Curricunet SLO module to track assessment of course, program and institutional level outcomes. The college will monitor the Curricunet SLO module at the end of each semester to track results and assure that all courses, certificates, programs and degrees are regularly assessing their learning outcomes. The college will provide opportunities for dialogue using the results of assessments to inform planning and decision making.
Possible standards: (2A1.c, 2A2i, 2A.2f, 1B6)

Actionable Improvement Plan

The college will institutionalize a continuous cycle of outcomes assessment throughout the college by identifying ongoing funding to support an SLO coordinator and providing training and resources for faculty, classified staff and administrators, as well as for key campus committees, on best practices in SLO assessment.

Possible standards: (2A2a, 2A2e, 2A2i, 3A.6.)

Actionable Improvement Plan

The college will identify and institute a permanent body to oversee the outcomes assessment process and make ongoing recommendations for improvement.

Possible standards: (1.B.7, 2A2a, 2A2i, 2B4.1, 2C.2)

Actionable Improvement Plan

The college will develop an effective method of linking outcomes across all levels. Course outcomes will be linked to certificate, program and degree outcomes. Course, certificate, program and degree outcomes, as well as service area outcomes, will be linked to institutional outcomes to provide an integrated view of institutional effectiveness and inform institutional planning.

Possible standards: (2A2f, 2A2i)

Actionable Improvement Plan

The college will monitor the FTEF allocation to ensure scheduling a sufficient number of courses needed to meet its FTES goals as determined by the resource allocation model.

Possible standards: (4B3c, 3D1a)

What are ACCJC Accreditation Visiting Teams looking for?

- 1) Accrediting teams are looking at DE classes to make sure these courses are meeting the criteria listed below:
 - a. “The team must assess whether the courses distance education (with regular and substantive interaction with the instructor, initiated by the instructor, and on-line activities are included as part of a student’s grade) or correspondence education (online activities are included are primarily “paperwork related” including reading posted material, posting homework and completing exams, and interaction with the instructor is initiated by the student as needed). Use of a learning management system alone will not determine whether the mode is DE: course syllabus, grading policy, and actual instructional delivery determine how the mode is characterized for USDE purposes. The team will describe its findings and the team’s judgment of the appropriateness of institutional application of the USDE delivery mode definitions” .
 - b. The institution researches and identifies the learning support needs of DE students and provides appropriate services and programs to address those needs.
- 2) Accrediting teams are checking to make sure that all courses in the catalog are in the CCC Curriculum Inventory, are coded correctly, have been updated recently (within last 6 years) and have been offered in the last 2 years (accurate information presented to public). Courses not being currently offered must be deactivated or removed.
- 3) Accrediting teams are checking to make sure that SLO assessment standards and methods of assessments are posted and available for the public for all courses, programs, degrees.
- 4) Accrediting teams are checking to make sure that ISLO assessment standards and results are posted and available for the public.
- 5) Accreditation teams are looking for evidence that the SLO assessment results are analyzed and being used to improve student learning
- 6) Accrediting teams are looking at course syllabus to verify that:
 - a. Student Learning Outcomes consistent with those in the institution’s officially approved course outline are listed on the syllabus
 - b. The institution is verifying that all students are receiving a course syllabus that includes SLOs.
- 7) The institution assures the effectiveness of its human resources by evaluating all personnel systematically at stated intervals.

VPI Martin made the following comments regarding the hand-outs:

1. The action plans are designed to be doable and restricted in number. The college will not have 112 like last time. Additional information regarding Mission's background will also be included in the report. Cathy's draft is one of the most readable that she has seen. Cathy and Heather will review the final document. The report is intended to show that we are meeting the standards, not that we are doing everything at the college.
2. Heather read the items on the actionable improvement plan draft, and this will be included in the report as well. There was discussion on some of the topics, such as distance education. Jim Van Tassel stated his concern with this topic because the college has lost Cindy Vinson's expertise when she retired, Curtis Pembroke is no longer giving faculty support in this area, and the tech lab is now closed for students to use. Leandra stated that the college will probably get a warning for this item, but that's why we're including these action items for improvement. The topics listed on the plan are those that Mission can address and take action on, not anything that would be under the control of the District.
3. Leandra then discussed the document on what the ACCJC team has been focusing on when visiting other colleges. She discussed Skyline College's distance education classes.
 - a. Classes are defined as distance education and not as correspondence courses, meaning instructors should actively engage with students' comments. They should not just be posting questions without a follow-up. Instructors should start doing this at Mission and embed interactive forums in their DE classes for spring 2014. This is a new focus for the ACCJC team, and they are "raising the bar".
 - b. Curriculum inventory – we have many classes that were slated for deletion that didn't happen yet at the state level. Cathy Cox will be contacting department chairs to do this starting now. The College needs to offer classes that are listed in the catalog; this is another new standard from the ACCJC.
 - c. SLOs - Char is providing trainings for faculty, and all assessment results should be inputted into the Outcomes Module. . Char will create a website for SLOs during the winter. SLOs should be on your syllabus and made publicly available. Faculty need to present the SLOs but not the results on their syllabus. Leandra mentioned that the ACCJC may push for colleges to publicize the results in the future, but Mission has decided not to do that right now. We must have documentation that SLOs have been assessed, however.
 - d. Make sure to do all faculty evaluations!
 - e. Leandra gave a big "thank-you" to Cathy and Heather for all their hard work on accreditation.

The Senators were then divided into four groups where they read a section of the report and were asked to give feedback. Senators can continue to give feedback until Monday, November 12, but were asked to use the website and not email feedback to Heather. The best approach would be to make corrections on the report, tear out the page, and give it to the Office of Instruction.

IX. Future Agenda Items

- A. Accreditation (Cox/Rothenberg) (11/7 & 11/14)
- B. Update on MC2IT (Duncan) (I/A) (15 minutes)
- C. Update on Course Identification Numbering System (C-ID) in ASSIST (Coleman)(I/A) (10 minutes)
- D. Update on Accreditation (Martin)
- E. Review Resolution from Reedley College Regarding ACCJC
- F. Discuss Need for and Impact of English Writing Assessment for Placement (Cox)
- G. Consider Approval of Revised Program Revitalization and Discontinuance Policy (Senate/ADC) (Fall 13)
- H. Update from Academic Directions Committee (ADC)

X. Adjournment

Motion: to adjourn at 4:00 pm. (M/S/U – Tran/O'Neill)

These meeting minutes were prepared by Jennifer French, Senior Administrative Assistant, based upon minutes from Senator Tran.