

MISSION COLLEGE ACADEMIC SENATE AGENDA

Approved Meeting Minutes

To: Mission College

Date: November 21, 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 2:19 pm.

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
Senior Administrative Assistant to the AS, Jennifer French		X
Guests: T Winsome, C Cox, P Couch, L Martin, H Rothenberg, Y Coleman		X

II. Order of the Agenda

Motion: to approve the order of the agenda (M/S – Beggs/Brockmeier)

III. Approval of MCAS Meeting Minutes

Motion: to approve the minutes from October 31, November 7, and November 14 (M/S – VanTassel/Beggs)
The motion was tabled as clarification was needed on item VIIA from the November 14th meeting.

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)

Yolanda Coleman informed the Senate that CID (Course Identification) courses are now listed on Assist. CID is California’s way of creating common course numbering amongst community colleges throughout the state of California. There will hopefully be a workshop on Flex Day in regards to this. Yolanda is available to speak with departments and divisions to talk

more about Assist and even transfer degrees. Faculty can also look at CID online at c-id.net Mission College has over 100 CID approved courses.

VPI Leandra Martin told the Senate that the catalog is being updated to be appropriate to meet state and accreditation standards. There is also a training tomorrow from 10-12 in HM124 for those who have been teaching online to make sure that they are meeting current and upcoming requirements. They are working on getting the training recorded for those who can't attend.

VI. Administrative Business/Actions/Appointments (25 min) (I/A)

A. President's Report

The resolutions passed through ASCCC Plenary are now available online. The link will be sent to all faculty.

There will be no Academic Senate meeting on December 5th so people can attend the Presidential candidate forums.

PGC Meeting: The department plans for 14/15 are being approved. The efficiency is 565 for the District.

GAP: The accreditation self-study was approved by GAP.

Division Council Meeting: One of the main topics discussed was what the ACCJC accreditation team will be looking for. This includes distance education classes, substantive interaction with instructor, institutional research, etc. The accrediting team is working on many items including making sure that all courses are in the catalog, and checking to make sure SLO standards are posted. VPI Martin spoke to the Senate on the SLO assessments. They would like for people to get as many SLO's done and into Curricunet since the end of the semester is a common time to do SLO's. The College has received a warning about this in the past. Putting them into Curricunet is very important. If there are courses that have not been assessing SLO's regularly, faculty are being asked to do them and to enter the data for accreditation.

There was a lawsuit against the board of Governors last spring challenging the Title 5 regulations giving authority to academic Senates for academic and professional matters. The good news is that the petition was denied.

Basic Aids Fund Allocation Process:

The District looked at other districts using Basic Aid to see how they are dealing with the extra money received from Basic Aid. The document is based off of other districts in Basic Aid. Please take the document back to your constituents for feedback. Email feedback to Jennifer French, Senior Administrative Assistant to the Academic Senate.

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BOARD POLICY

BASIC AID FUNDS ALLOCATION PROCESS

Basic Aid Funds refer to property tax receipts that exceed general purpose revenue entitlement derived from the State's 5B 361 calculation. This policy sets the process for identifying and prioritizing basic aid funds allocations. District and college planning documents and supporting data will form the basis for allocations. The Board will determine how much of the annual collections will be allocated each year. A reasonable amount of basic aid funds will not be allocated until the end of the fiscal year when total annual receipts are certain.

The Board of Trustees will allocate basic aid funds for the following purposes:

- Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow District and college strategic plans, Education and Facilities Master Plans, 5-Year Scheduled Maintenance Plan, and 5-Year Construction Plan.
- Retirees benefit trust fund and other long-term obligations.
- Trustee elections, legislative advocacy, major legal fees and judgments.
- Major technology initiative as identified in the District and College Technology Plans.
- Small renovation projects identified in college planning documents.
- Replacement maintenance equipment.
- One-time off schedule salary adjustments.

The Chancellor shall establish Administrative Regulations regulating the use of basic aid funds.

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The Board of Trustees awarded Peter Anning emeritus status.

B. Committee Appointments

There were no committee appointments.

C. Senate Sub-Committee Reports

Academic Directions Committee (ADC)

Thais Winsome, ADC Chair, gave a review to the Senate. They had a busy fall with the existing work groups. HMD has been making tremendous progress, and ADC is continuing to work with Retail Floristry on redefining their program. ADC stated thinking about approaching the idea of developing a flexible living Balance of Curriculum document, which was one of the initial charges of the ADC. They would like to develop something that all of the constituencies can contribute to and that all constituencies can refer to help guide decision making. The goal is to bring something to the Senate in the spring, as it will be a large process.

D. Other Reports

There were no other reports.

E. District Academic Senate

The District Academic Senate was canceled again due to lack of quorum from the West Valley College Academic Senate. President Abdeljabbar noted that he and WVCAS President, Eric Pape, may suggest changing the by-laws so a quorum would consist of both Presidents, both Vice Presidents, and any two Senators. He also stated that both he and President Pape were disappointed that the District Academic Senate will not be meeting.

F. Recognitions

President Abdeljabbar will present the Senate's resolution for Peter Anning this Saturday.

G. Other

In memory of Peggy Ashford, the Senate observed a moment of silence.

VII. Old Business

There was no old business.

VIII. New Business

A. Confer on New Hospitality Management Certificates and Degree Program (AS Degree in Baking & Pastry; Certificates in Baking & Pastry, Food Service & Hospitality Supervisor, and Skilled Food Service Worker II) (ADC) (I/A)

Cathy Cox visited the Senate to get preliminary approval on the new Hospitality Management certificates and degree program: AS Degree in Baking & Pastry; Certificates in Baking & Pastry, Food Service & Hospitality Supervisor, and Skilled Food Service Worker II. The hope is that the degrees and certificates will come back to the Senate for final approval before the end of the semester. This is permission for HM to develop these. The Senate was informed that the ADC made the motion to preliminarily accept the certificate and degree program, so the Senate voted on the motion made by the ADC.

ADC moved and seconded to preliminarily accept the AS Degree in Baking & Pastry; Certificates in Baking & Pastry, Food Service & Hospitality Supervisor, and Skilled Food Service Worker II: Senate voted all in favor (ADC M/S – Senate all in favor)

B. Discuss Release of Business and Real Estate Departments from Academic Directions Committee (ADC) Revitalization (ADC/Senate) (I/A)

Academic Directions Committee Chair, Thais Winsome, reviewed the revitalization process with the Senate then proceeded to speak on the proposed release of the Business and Real Estate Departments from the ADC. She noted that the problems facing the program are largely administrative in nature, which is not the purview of the Academic Directions Committee/Senate. And the program faculty made a formal request to be released as they don't see the process as productive for their program. Discussion ensued.

ADC moved and seconded to release the Business and Real Estate Departments from the ADC: Senate voted all in favor (ADC M/S – Senate all in favor)

C. Discussion on Massive Open Online Courses (MOOC's) (Abdeljabbar/Senate) (I/A)

President Abdeljabbar gave a presentation on Massive Open Online Courses (MOOC's.) The presentation included how MOOC's can be utilized, examples of MOOC's and noted the ASCCC resolution regarding MOOC's: Resolved that the Academic Senate for California Community Colleges investigate massive open online courses (MOOCs) to provide guiding elements of good practice, research existing positions, and establish any necessary new positions regarding appropriate roles of MOOCs in California community colleges. President Abdeljabbar noted that Stanford can offer a class that has thousands of students enrolled in the same session. He also encouraged faculty to take a free online course from www.coursera.org to see how the class is taught. President Abdeljabbar opined that MOOC's are coming and the best way to be prepared is to try it as a student. He then continued with his presentation. VPI Leandra Martin noted that one big difference between distance learning and MOOC's at Mission College is the interaction between the faculty member and the student. Additionally, almost all of the MOOC's that she's seen are set up to be correspondence courses, which the College does not currently offer; in terms of funding, the College is set-up to offer distance education. Discussion ensued.

Motion: to extend this topic by ten minutes (M/S/P – Van Tassel/Brown; opposed – Johnston, Glaser)

President Abdeljabbar continued his presentation.

D. Generate Questions for the Three Presidential Finalists (Senate) (I/A)

The Senate discussed and created some questions that they will email directly to Sean McGowan in HR for the Presidential finalists open forums. The three finalists are Daniel Peck, Betty Inclan, and Joi Blake.

E. Update on Flex Day and Teaching & Learning Conference from Faculty Professional Development Committee (Couch) (I/A)

Pamela Couch visited the Senate to give an update from the Faculty Professional Development Committee. She informed the Senate that the Committee sent out a survey for possible offerings on Flex Day, and that January 24th is the next Flex Day. Pamela then went over some of the topics that will be presented. She also spoke on the Chancellor's proposed Teaching and Learning Conference, airing the concerns of the Faculty Professional Development Committee. She and Michelle Francis, Chair of the Faculty Professional Development Committee at West Valley, met with the Chancellor to discuss the Teaching and Learning Conference. There are some concerns that the Mission College Faculty Professional Development Committee has, including the organization involved with this type of conference, the timeline proposed, and how much support the Faculty Professional Development Committee will get. The Senators informed Pamela that the Chancellor assured the Senate that he would be organizing the conference. Pamela noted that was not what was presented to them and they are nervous as they don't know what the Chancellor's expectations are. Discussion ensued. Pamela informed the Senate that she has not heard yet from her counter-part at West Valley as to their concerns. She continued by stating that they are not against it, but they do have some concerns. Discussion continued. Pamela brought up the fact that the Faculty Professional Development Committee_Chair position at West Valley gets release time, while Mission College's does not.

IX. Future Agenda Items

- A. Update on Accreditation (12/5)
- B. Presentation: Institution Student Learning Outcome Assessment Results (Perlas) (12/5)
- C. Curriculum 12/5 (Cox)
- D. Basic Aid Funds Allocation Process (12/5)
- E. Outcomes Module Training (Perlas) (spring)
- 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) (spring 14)

X. Adjournment

Motion to adjourn (M/S/U – Brockmeier/O'Neill)