

MISSION COLLEGE ACADEMIC SENATE AGENDA

Approved Meeting Minutes

To: Mission College

Date: February 13, 2014

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 2:24pm.

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-	X		Math & Science - A Piekarski	X	
Bus & Tech- H Sun		X	Math & Science – L Retterath		X
Bus & Tech- J Van Tassel		X	Student Services – T Lawhead	X	
Lang Arts- C Cox		x	Student Services – T Tran		X

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

II. Order of the Agenda (I/A)

Motion: to approve the order of the agenda (M/S/U – Retterath/Cox)

III. Approval of MCAS Meeting Minutes (I/A)

February 06, 2014

The meeting minutes from February 6 will be reauthorized.

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) (10 min)

ASCC is holding the Career Technical Educators Regional Meeting on Friday, March 7, 2014 at Merritt College. These two one-day regional workshops are intended for CTE faculty, Sector and Deputy Sector Navigators, Regional Consortia members and other CTE stakeholders to come together in a dialog that will improve our ability to collaboratively serve students and industry. Each College is allowed five registrations. If anyone is interested in attending, they should contact Cathy Cox.

Basic Skills Coordinators are helping to coordinate The Habits of Mind event on Friday, April 25th from 9-12 in HM 104 A and B. The Event is being held in conjunction with 3CSN (California Community Colleges' Success Network). It will be a regional event, so Mission College will be hosting colleagues from various community colleges in the area. Since the College is hosting a regional event, 3CSN will be funding the majority of the budget. There is space for 70 participants! There is more info on this workshop at: <http://3csn.org/completion-initiative/habits-of-mind/>.

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

A. President's Report

Enrollment

Mission College Spring 2014 Enrollment

Last updated 2/12/14

Date	Unduplicated Headcount	Seat Count	Total FTES
Today's Date (2/12/14):	8,543	22,048	2,807.79
3 Weeks Prior (1/3/14):	7,294	16,018	2,240.90
Opening Day (1/27/14):	8,027	20,547	2,651.39
First Census (2/10/14):	..	21,988	2,802.84

Source: WVMCCD Data Warehouse

WSCH FTES FTEF Detail Report

Enrollment Headcount Trend Report

Total FTES includes resident & non-resident, all credit courses, non-credit tutoring (LS), and non-credit ESL.

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
This time last year (2/11/13):	..	23,861	3,008.52
Opening Day (1/28/13):	..	22,637	..
First Census (2/11/13):	..	23,861	3,008.52
End of Term (5/29/13):	..	24,753	3,071.14

**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.

SmartThinking from AANAPISI

The Smarthinking roll-out for Spring 2014 is under full swing. Smarthinking is a Pearson Company that provides 24/7 access to highly trained online tutors who help students improve their problem-solving and writing skills and help them strengthen their content mastery. The AANAPISI programs purchased a 4-year contract with Smarthinking to pilot the use of online

tutoring to increase student success. The contract period is from November 2012 through November 2016. After a successful Spring 2013 Smarthinking pilot with ESL, Economics, and Math sections, Smarthinking is now available to all MC sections actively using their Angel course shells and will continue to be available up until the end of the contract period. For a list of all available subjects offered through Smarthinking, please visit <http://smarthinking.com/services-and-subjects/subjects/>. Most recently, arrangements were made to include Nursing and Allied Health to the list of subjects offered to Mission College students and this subject will be piloted from now until November 2014.

On January 24th, Ken Songco sent out an e-mail to all MC faculty with a video link posted on the MC Portal on how to upload the Smarthinking link onto their Angel course shells. The process is pretty seamless thanks to Kevin Cartier, WVMCCD Senior Application and Database Administrator, who created the video. Students can now access Smarthinking on Angel using the link that's been uploaded by faculty onto the "Lessons" page.

Four Smarthinking online faculty orientations were conducted the week of February 3rd. A follow up e-mail was sent by Ken to all MC faculty on February 11th with a link to a recorded online faculty session along with an attached Smarthinking student instruction flyer that faculty can send out to their students. Both the online orientation link and student instruction flyer can also be found on the MC portal at https://mywvm.wvm.edu/staff/dist_dept/is/Training/Smarthinking.aspx.

Ken is now working with District I.S. to obtain a report on how many MC sections have successfully uploaded the Smarthinking link and hopes to have this available to faculty by the end of February. Also, Ken will work closely with District I.S. to identify those online sections that have uploaded the link. In coordination with the Vice President of Instruction and the Educational Deans, it is our goal to have this information ready in time for the upcoming accreditation site visit in March to show progress in meeting some of college's Distance Education outcomes. Ken is also working with the VPI and Deans to determine the most effective way of sharing Smarthinking usage reports to departments. These reports are submitted to the college at the end of each month.

On behalf of the AANAPISI programs, we are asking the Mission College Academic Senate to help us spread the word about Smarthinking to all academic departments. Faculty will be critical in uploading the link onto their Angel course shells and publicizing this new service to all Mission College students this semester and beyond. Thank you for your continued support.

Respectfully Submitted,
Ken Songco
Director, Federal Student Services Grants
AANAPISI Programs

District Enrollment Management Committee

They spoke about enrollment and reviewed the College's FTES goals for 2014 winter and 2015 spring and summer. They also spoke on the possible expansion of winter sessions with the idea that 3,4, and even 5 unit classes can be offered to maximize the enrollment potential.

CBAC

CBAC had the Budget reduction kick-off meeting, and during that meeting had the operational budget analysis for discussion of operational reductions. Every account manager was there and was included in the discussion on coming up with \$150,000 in reductions. The final reduction has not been confirmed yet. Also that came up was training for faculty on budget issues. If faculty have any topics that they would like to be trained on, they can contact President Abdeljabbar and he will forward that information to Doug Masury and Queenie Chan, as they are conducting the training sessions.

Division Chair Council

1. According to census, as of February 10th, College enrollment was down 6.7% from census last year. The college needs 1435 FTES for Mission College to make target. Vice Chancellor of Administrative Services, Ed Maduli, is conducting an analysis on the impact of enrollment drop on basic aid status. His preliminary report is that the District's basic aid status wouldn't be affected. However, reaching enrollment targets is still critical as a number of funding streams and revenues relate to enrollment. West Valley has made a huge effort to enroll more students, and MC needs to do the same. VPI Leandra Martin stated that we can't really compare census to census yet as it doesn't include the drops and late adds after census. Also, they've just gotten in their first round of planning for the summer. Last summer the College produced almost 800 FTES, this summer the College would like least 1,000 ftes. The vast majority of summer classes start June 2nd, with the late start classes beginning June 16th. To push enrolment, the college will be doing advertising at high schools, SJSU, and some other CSU's. However, high school

districts in our area, and some colleges, end classes after June 2nd. VPI Martin noted that it would be beneficial to schedule classes to begin on the June 16th session to capture those high school and college students.

2. Surveys have been finalized and have been sent out. Division Chairs will send out announcements to department faculty to please begin the survey process. The office of Instruction has a secure box for drop off.

Senator VanTassel noted that there used to be a calendar committee, which is now decided by the Administrators. VPI Martin noted that it is ACE negotiated.

3. *Faculty Hiring Prioritization*

All Division Council members will each submit a score sheet for opportunity for full input of all members. A preliminary ranking will be produced as a starting point for deliberation. Therefore, discussion, deliberations and voting will take place with full Division Council, which will culminate in a unified recommendation to the Academic Senate. Next week the Division Chairs will meet with the Senate to prioritize faculty hiring. All departments have until the end of the day to submit their applications. The scoring card rubric will be up for approval at today's meeting. The applications will be available for viewing on the P Drive for viewing prior to the prioritization next week.

4. *Release Time*

There was a proposed update, with a primary change to base release time on annual FTEF. Based on that, three departments will be slightly lower. This is a starting point for feedback and discussion. The College cannot exceed 12.335 total release time for all Chairs. Input on this issue can be directed to Division Chairs.

B. Committee Appointments

College Hearing Board

There were three volunteers: Jeffrey Elliott, Rick Hobbs, and Rob Leadbetter. A paper ballot vote was taken. Appointees: Rick Hobbs and Rob Leadbetter

Commencement Committee

Appointees: Joseph Ordaz and Rasheedah Jackson

Motion: to appoint Joseph Ordaz and Rasheedah Jackson to the Commencement Committee (M/S/U – Cox/Van Tassel)

Equivalencies Committee

There were no volunteers so the call will go out again.

Student Petitions Committee

There were no volunteers so the call will go out again.

C. Senate Sub-Committee Reports

Curriculum Committee

They will be committing one of their meetings to working only on Business curriculum on February 26th.

D. Other Reports

There were no other reports.

E. Accreditation

VPI Martin noted that the College has been making solid progress. Work was done on the website with the help of the webmaster. Still working on making sure that all faculty have SLO's on their syllabi and that all SLO evaluations were done last semester. People are still getting in their missing evaluations from last semester, with a few still outstanding. In Distance Education, There has been great feedback with faculty making sure that their classes are done correctly. This is important, as the College has been asked to give access to the visiting team to go into Curricunet to see the SLO module and look at Distance Ed classes in Angel. This is being done to make sure that they are meeting the standards. Cathy Cox is working on giving access in Curricunet to the visiting team. Senator questions were answered. 2:53

F. District Academic Senate

The District Academic Senate (DAS) will meet on February 25 at West Valley College. The Mission College District Academic Senators are Matthew Johnston, Ashley Piekarski, Helen Sun, John O’Neill, and Sara Rettus. The alternates are Jim Van Tassel and Kelly Neary. A reminder will be sent to the DAS Senators.

G. Recognitions

There were no recognitions.

H. Other

There was no other business.

VII. New Business

A. Ellucian (Banner) Presentation (Smith) (I/A)

The Ellucian representatives visited the Senate to give a demonstration on Banner ERP system and to answer Senator questions. The representatives told the Senate that Banner is specifically designed for California community colleges, and that Ellucian has created a “California Solution Center” which monitors changes in California community college regulations at the State level. Through the reporting from “California Solution Center”, Ellucian makes changes to their software that matches the regulatory changes. Some of the tools/applications available in Banner are: class information, add/drop rosters, authorization codes, attendance tracking, advising information, full education plans plus notes, and a new integration between the education plan and the registration system. It was noted that Ellucian does have strategic partners, including Curricunet, Angel, and Ad Astra, which can interface with Banner. Also, workflow can be separated between the two Colleges. The representatives informed the Senate that about forty other colleges are using Banner. Senator questions were answered. In terms of Education plans, there are three ways to implement within Banner: 1- push out and education plan to all students in the same program, 2- the counselor can work with the student to make adjustments to their education plan (including the education plan that was sent to all students in the same program), 3- the student can propose a schedule based upon their program which the counselor would approve and activate, which would show up in their registration.

Motion: to extend this item by five minutes (M/S/U - Cox/Tran)

Additional questions were answered.

B. SLO Module Overview (Reed) (I)

This item will be reagendaized.

C. Presentation of Community College Student Survey of Engagement (CCSSE) Assessment of ILOs (Reed) (I/A)

Robert Reed visited the Senate to present on the Assessment of Institutional Learning Outcomes (ILO’s.) His presentation included survey results data on communication and information competency, critical thinking, and personal development. The survey is given out to random courses based upon an analysis by the CCSSE. The survey is given every two years. Discussion ensued over how to improve some of the areas with lower scores. Several Senators wondered how the questions were worded. Robert replied that what is written in the report was the actual question. Discussion continued.

Overall Results

ILO	Mission College’s Scale Score	Large College Scale Score	2011 Cohort Scale Score
A. Communication & Information Comp.	60	62	62
B. Critical Thinking	65	66	66
C. Personal Development	57	57	57

Motion: to reagendaize item VIIC and extend item VIIB by 10 minutes (M/S/U - Cox/Johnston)

Discussion continued on the questions and the results reported.

D. Generate Board/Constituent Group Conversation Topics (Senate) (I/A)

The next Board/Constituent group conversation will take place on March 4 at 4 p.m. in Room 219-220 at Mission College. Please forward any suggestions you have for breakout session topics to Tracy Johnson.

VIII. Old Business

A. Review Full-Time Faculty Request Scoring Sheet (Abdeljabbar) (I/A)

Vice President of Instruction, Leandra Martin, presented the Senate with an updated version of the full-time faculty request scoring sheet. The Senate briefly discussed the changes and Senator questions were answered.

Motion: to approve the full-time faculty request scoring sheet (M/S/P – Sun/Retterath; opposed – Neary)

Discussion ensued after the motion and before the vote.

Motion: to extend this topic by five minutes (M/S/P – Cox/Johnston; opposed – VanTassel)

Discussion continued.

IX. Future Agenda Items

- A. Faculty Hiring Prioritization with Division Chairs (Feb 20)
- B. Discuss Need for and Impact of English Writing Assessment for Placement (Cox)
- C. Consider Approval of Revised Program Revitalization and Discontinuance Policy (Senate/ADC) (spring 14)

X. Adjournment

Motion to adjourn at 4:16pm (Cox/Beggs)

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Mission College Academic Senate record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed present and to have voted in the majority.