



# Mission College Academic Senate President's Report 10/18/07

Title 5 Section 53200 (b):  
Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Section 53200 (c):  
"Academic and professional matter" means the following policy development and implementation matters:

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading Policies
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

This is a short report, as we have been moving in double-time this week to finish the accreditation self-study and complete several other major tasks.

Curriculum: I met last Friday with Brenna Wundram, CRC chair, and we discussed a number of curriculum-related items. Next semester the Senate will need to begin looking at the curriculum process jointly with CRC, and we will be holding further discussions on this between now and then.

State Senate: Tomorrow, 10/19, is the Area B meeting at Foothill College, and I will be representing Mission College as we meet to discuss resolutions for the upcoming Plenary Session. The Senate will be discussing those resolutions next Thursday. I will post them on the Senate website as soon as I have them electronically, and I encourage everyone to read them and send comments to their Senators so that we can be well-informed before Session.

## SHARED GOVERNANCE AND OTHER MEETINGS

As usual, please remember that these are my notes only. For full, "official" details please consult the minutes of the meetings listed.

### DIVISION CHAIRS COUNCIL, 10/15

- A major topic of discussion this week was the grid used to schedule class start and stop times. There are numerous instances in the schedule for Winter/Spring of classes which are scheduled to use the same classroom but where an earlier class runs into or even overlaps a later class in the same room. This is a known issue that apparently is usually worked out between the faculty involved, and complete resolution of this issue would require significant time and effort (a re-examination of the scheduling grid, possibly a re-working of the way in which classrooms are assigned, etc.) It was decided to send out the schedule on time, and address this issue via task force(s) to look at the issues involved.
- Further discussion was held on the issue of HBA. There were about 175 sections of courses in the Fall 07 schedule with HBA still attached. Faculty were requested to respond to HBA in their syllabi by the office of instruction; only 14 of the syllabi received showed any mention of HBA. As a result, the decision has been made to eliminate all type 6 HBA from our Fall 07 report to the State so that there will be no chance of any questions about our compliance.

### GAP, 10/17

Worku presented the "Big Ticket Item" budget requests for prioritization to GAP. These are requests for items costing over \$30,000. There was some discussion about certain items which it was felt should be pulled from the list – specifically requests for faculty (FTEF) which should go to the PGC for consideration. Some other requests

were suggested as possibilities for funding requests to Land Corp. Criteria for ranking were discussed, including the number of students affected, whether items tied to the core values of the college or to the Board's budget priorities, whether an item would enhance enrollment, etc.

- Jonathan Brennan presented the planning agenda items from the Accreditation self-study for discussion and a final review.

#### **DBAC, 10/17**

- The Load committee is being set up to meet & report back to DBAC in late November. George Kozitza will chair, with reps from ACE as well as from the District.
- There was lengthy discussion of the District budget allocation model and the work of BAMS. BAMS has reached agreement on the key considerations for the new model, there is some disagreement on how exactly it will work and what it will look like with "real numbers". There is a push to have the new model in place by the time of the Board budget workshop in Feb. At this point, the finance staff (George, Linda Francis, Graciano Mendoza) are going to work on the model for a while before taking it back to BAMS for further discussion. The November DBAC meeting(s) may be suspended to allow BAMS to work on the model before presenting it to DBAC. A key consideration is the need to be able to explain how the new model works to anyone who wants to know – i.e., transparency. There will also need to be a follow-up review after the model has been working for a year or so to see if it's actually working properly.
- There was also discussion of the process to be used once DBAC has seen the model; I stressed that it needs to come to both Academic Senates for discussion and approval before it goes forward to District Council in order to ensure that the faculty of both colleges are behind it.
- DBAC also discussed different possible ways to balance the budget, which as presented to the Board was not balanced. Various suggestions were presented, including a review of the operating budgets. There needs to be a very careful review, dept. by dept., of who needs money and who has money left over. One suggestion that was made was the possible use of the 3% contingency fund, but a comment on that indicated that it may be needed to cover any HBA penalty. Salary savings on unfilled positions will also be looked at; part of those savings are already counted in the final budget, but a considerable amount more could be included.