



# Mission College Academic Senate President's Report 2/7/08

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.

Welcome back to Spring semester. I don't have a crystal ball, but I feel pretty safe in predicting that it's going to be another wild ride

By now, everyone has probably heard news about the State's budget situation. On January 15 the four Senate Presidents (academic and classified from both colleges) were invited by the Chancellor to attend the budget presentation held by the Association of California Community College Administrators in Sacramento. Laurel Kinley (WVC Classified Senate President) and I were able to attend, and the information presented was well worth the long drive.

The key message on every side was "Don't panic". The governor's budget proposal is just that – a proposal, one which must be negotiated and adjusted and revised over the coming months. No one will know exactly how much money will be available for next year until well after the start of the next fiscal year.

The Community College League has put a **Budget Watch** section on their website. You can link to it at <http://www.ccleague.org/>, and I strongly urge ALL faculty and staff to monitor this site on a regular basis for current information.

This is a very long report. There's a lot contained in the notes from each meeting. I hope you'll read through it all, and I'll try to continue to pass information along as I receive more.

## **SHARED GOVERNANCE AND OTHER MEETINGS**

As usual, these are only my notes from the meetings. For full official details, please consult the minutes of the meetings.

### **DISTRICT COUNCIL, 1/9/08**

- A reorganization plan for District Facilities was presented which will result, among other things, in the addition of several new administrative positions. However, since those positions will be paid for mostly out of Measure H bond funds and will perform functions which currently must be contracted for, the effect on the District relative to the 50% law and the budget will be minimal. District Council supported the plan, which is intended to allow for better control and monitoring of the extensive new construction needed throughout the district at both colleges.
- District Council also supported the job description for a new management position: Associate Vice Chancellor, Research Planning and Advancement. This proposal was initially brought to District Council in September (see my 10/4/07 President's Report). This position will provide leadership and coordination in areas including strategic planning, research, and other areas that have been sorely lacking in the past including ensuring compliance with accreditation standards, the State Chancellor's "minimum conditions" requirements, and a number of other key functions that have proven problematic in our district. The position would be partly

funded by Fred Prochaska's former position as Dean of Sponsored Research, which is currently vacant.

#### **DBAC, 1/16**

- District budget adopted for the current year was already \$6 million deficit – this fact was known when adopted (see prior President's reports and minutes of DBAC and other meetings). That was prior to any disallowance of FTES due to the HBA audit.
- We did not make base in 05-06. We were on stabilization in 06-07, and we thought we made base. However, due to the HBA situation, some of the FTES claimed for FY 06/07 (when we reported to the state that we made our base) is being "disallowed" with the result that we did not make base for that year, but rather we were on stability for a second year in a row. The state allows up to three years on stability.
- 07-08 (this year) is now our third consecutive year of stabilization based on not making base in 05-06. We must restore the "lost" 05-06 FTES before we do anything to restore the additional FTES disallowed due to the HBA situation. Re-building FTES is the top priority for the District as a whole. It's essential to the entire District that WVC maintain what hours of HBA/Supplemental Instruction they have. Mission needs to discuss how to implement appropriate, supportable supplemental instruction for those classes that need it.
- The District's FON is going down significantly, but final figures are not available yet. There is no talk of layoffs for next year; this was also stressed as a very important recommendation at the ACCCA budget presentation, since the final budget figures from the state are certain to be much different than what we're seeing now and no one will know what the final figures are till about September.
- Planning for ways of dealing with the situation – both the state's situation and the HBA penalty – is ongoing. Budget forums will be held throughout the District to keep faculty and staff informed as things progress.
- Discussion also covered guidelines developed by BAMS for the preparation of the 2008/09 budget. These guidelines are not a budget allocation model, but general statements or principles about the budget process. BAMS took input from the last DBAC meeting and removed several of their originally proposed guidelines, noting that it would not be possible to implement them for the current cycle. The remaining guidelines were adopted by DBAC. Linda Francis noted that they would make very little difference in the actual preparation of the next budget. Development of a new budget allocation model is underway but will not be done in time for this budget cycle, although Randy Castello (who has been on BAMS for many years now) said that she feels the subcommittee is making significant progress and has meetings scheduled all the way through Spring semester.

#### **BOARD OF TRUSTEES, 1/17**

- The Board approved a fee increase for non-resident tuition at the lowest level allowed by the state Education Code. Current non-resident tuition is \$173 per unit; the new rate for the coming year will be \$181 per unit. This will affect both out of state students and international students. This is the lowest fee that we are legally allowed to charge.

#### **DIVISION CHAIRS RETREAT, 1/22**

- A suggestion was made to group the starting dates of as many late-start courses as possible so that they start right after Spring Break. This would allow us to market the classes better to students who want to double-up on short courses or who can't get into courses they need at Foothill/DeAnza for their Spring Quarter.
- Lots of discussion about summer course scheduling. Summer session will run from 6/2 through 8/22. There will be two sessions. All summer FTES will be counted toward the current year (07/08), which means that all summer classes will need to be scheduled to begin no later than Monday, June 30.

### **BOARD OF TRUSTEES, 1/23**

- This was a special meeting to select a replacement for the vacant Trustee seat formerly held by Don Cordero. Six candidates were interviewed by the Board, which asked questions about their perceptions of challenges facing the District; what they see as the relationship of the Board to staff, faculty, and administration; who they would represent if they sat on the Board; and what they would see as the top priorities to preserve if there were budget cuts. Following the interviews, there was a very minimal amount of discussion before a consensus was reached and a motion was made to select retired WVC faculty member Wade Ellis as the new trustee.

### **DIVISION CHAIRS COUNCIL, 1/28**

- Discussion of methods for enhancing enrollment and scheduling classes effectively; when to cancel low-enrolled classes, etc.
- It was pointed out that WVC and Mission need to be using the same guidelines for cancelling/scheduling classes or the disparity between the two colleges (the FTES/FTEF split) will worsen.
- Lots of discussion about implementation of supplemental instruction and new requirements for documenting that students have been notified about the time, days, location, and activities to be done for supplemental instruction to be valid. (This is loaded, category 5, lab time, not unloaded category 6.)

### **GAP, 1/30**

- The “85% version” of the Educational and Facilities Master Plan will be presented to the Board at their 2/7 meeting as the only item of business. The meeting may be relocated to Mission College. Hard copies of the plan will be placed in the library and other locations for review, and it will be posted on the college website.
- The accreditation team visiting our campus in March has been (mostly) announced, and it includes Ms. Kate Clark, former president of the ASCCC, from Irvine Valley CC.
- Due to issues raised during the recent re-authorization of WASC/ACCJC by the Dept. of Education, some changes will be implemented immediately. The most important from our point of view is that deficiencies noted during accreditation must be remedied within two years from the time of the accreditation report.. It is no longer acceptable to show “progress” towards correcting areas where the standards are not met, they must be met within two years. This is a real concern for us in two areas: having an active and ongoing program review process, and ensuring that the budget and planning process is tied to the results of program review. The Senate has already taken some positive steps to move forward in both these areas, but this makes it incumbent on us to ensure that those steps result in positive and effective outcomes this semester.
- GAP’s priorities for this semester include developing the planning agenda matrix for the accreditation, moving forward with a review of the shared governance plan for the college, discussion of the EFMP and how to best ensure that it remains a living process, and development of an “institutional scorecard” for self-assessment.
- GAP meetings for Spring may be changed to alternate weeks with the “off weeks” devoted to task force meetings for accomplishing these goals.
- During discussion of enrollment, it was noted that the state is “moving in the direction of” disallowing the practice of including two years’ of summer enrollment in order to make base for any one academic year. Our base enrollment is significantly lower than it was due to the removal of HBA. Our base enrollment last year, before the removal of HBA, was 8,078; that is what we need to grow back to in order to restore our funding levels.

### **DISTRICT COUNCIL, 1/30**

- District Council reviewed a matrix on the status of implementation of FCMAT recommendations from their August 2006 visit. There are three recommendations which relate specifically to the “Academic Senate’s Role in Governance”, listed in area B of the recommendations. Vice Chancellor Kozitza had assigned a preliminary score of “2” to that area overall for discussion purposes, which would indicate a low level of implementation. Angelica Bangle and I agreed that that was too low a ranking based on progress since the FCMAT visit, and will meet with George Kozitza to discuss more appropriate ranking of the Senate’s role in governance in the three areas which make up this section.
- In order to effectively plan a strategic District response to the current budget and enrollment situation, District Council will meet jointly with DBAC next Wednesday (Feb. 6).
- Stan reiterated his pledge that no permanent employee will be laid off this year, and in response to questions about the meaning of “permanent” he clarified that he meant anyone employed either full time or part time on a contract basis whether they are probationary classified employees, faculty in their first year of tenure review, or whatever. Asked whether that included categorical employees, he said he needed to discuss with EMT but the last time the issue came up the answer was “yes”.
- We are facing cuts of approx. \$5.8 million; our FTES has been reduced by 2,082.
- We need to both increase revenues AND reduce expenditures.

### **CHANCELLOR’S ROUNDTABLE, 2/4**

- The Senate presidents from WVC and MC reviewed the recommendations of the Technical Assistance Visit report from August 2006. Stan distributed a document showing the current status of actions in response to those recommendations.
- Five seats on the Board will be up for election in November – those currently held by Wade Ellis, Chris Constantin, Chris Stampolis, Bob Owens, and Joy Atkins. It is not known at present which trustees will be running for re-election.

### **DIVISION CHAIRS COUNCIL, 2/4**

- Lengthy discussion on Supplemental Instruction and how to document the notification to each student of the time, location, and content of supplemental instruction to be carried out for classes. A form is being developed that will need to be turned in by the end of the semester for each section.
- We also need to be in synch with WVC in the way we offer S.I., and it must be designed by and implemented by faculty – not administration.
- John Williams advised the DC’s that the Division Chairs and the Office of Instruction may need to restructure their operations in order to deal with vacancies and the current budget situation. No action is being taken at this time, but the topic is being discussed.
- One strategy for enrollment management is to ensure that our students are able to successfully complete classes in which they enroll. Among other things, this may entail looking at the role of prerequisites for classes to ensure that students have the appropriate language and reading skills needed to succeed.
- Azar Babakan, the new replacement for Jennifer Ludwick, was introduced. In addition to years of experience at West Valley, she is also an adjunct faculty member at SJCC (teaching statistics), and she “loves Datatel”.
- Aileen de Guzman is back as the replacement for Hoan Pham in scheduling. We’re very happy to have the Office of Instruction fully staffed again!

### **CURRICULUM REVIEW COMMITTEE, 2/4**

- Rendee Dore and Jeff Nelson presented the proposal for Industrial Technology which is coming to the Senate at today's meeting. They were very clear that it has not been approved by the Senate yet, but they wanted to expedite the process.
- John Williams spoke to CRC about the efforts of the two offices of instruction to coordinate on a process for correctly documenting and implementing supplemental instruction for appropriate classes. I reminded the committee that the Senate passed a motion in Dec. requesting that CRC work with the Senate to develop a checklist for ensuring the integrity of supplemental instruction, and they are selecting someone to work with us on that process.
- CRC is experimenting with running two cycles of approval this Spring in order to allow faster processing of curriculum for next year. Curriculum will now go to the Board twice per semester.
- There was concern expressed about the Fall curriculum and why it did not make the January Board agenda. There was a significant delay between sign-off and the curriculum being sent to the President's office for agendaizing with the Board. This is of critical concern, and I am investigating this to make sure that the curriculum moves forward as quickly as possible.

### **GAP, 2/6**

- GAP reviewed its goals and meeting schedule for the coming semester. There are four primary "projects" at present: reviewing the shared governance model of the college, looking at strategic planning and directions (including items from the accreditation planning agenda and the Educational Plan), and looking at ways of assessing institutional effectiveness. GAP has decided to form task forces to address each of these three areas. I am chairing the one on shared governance. Task forces may decide to involve people from outside GAP.
- To facilitate work this semester, GAP will meet on the second and fourth Wednesdays of the month – with a few additional meetings as needed for accreditation purposes. Task forces will be able to use the "off weeks" to conduct their meetings if necessary.
- GAP discussed enrollment enhancement and cost reduction strategies. Worku indicated that current headcount for MC is very close to that of WVC – 9,235 at MC/9,782 at WVC. FTES total as of 2/4 was 2898 for MC (credit/non-credit total). Best strategy may be to focus on ways of increasing enrollment of current students (encouraging students to take more units).
- Someone asked about comparison of the current budget crisis to that in 02/03. In 02/03, the shortfall was \$5 million. This year, it's anticipated to be \$10 million. However, we do have one-time funds to supplement for this year and for next year (08/09). After that, we will be facing a significant shortfall in our annual income due to loss of apportionment unless we can increase our enrollment
- Wait lists were not well-managed this semester as they should have been due to problems with Datatel. Students could not be moved "en masse" into new sections but had to be added one at a time.
- Classtracks will be refreshed by IS. Daniel Peck will be giving a session on it on 2/19 at Flex day. This is an essential planning tool for faculty and departments to use.

### **DBAC/DISTRICT COUNCIL JOINT MEETING , 2/6**

- This was a joint meeting of the two highest shared governance bodies to discuss plans for addressing the current enrollment and budget situation. Each college presented their current strategies and plans in some detail. Both are focusing on enrollment management at present.
- Marketing efforts are being coordinated district-wide. The chancellor has assigned the three public information directors (Ruth Carlson, Peter Anning, and Carl Jones) to develop a coordinated plan for marketing the District and the two colleges.
- Land Corp. proposals are being required to show a direct relation to improving FTES.
- A comment was directed to HR about the need for working with department and division chairs on expediting development of part-time pools to allow faster assignment of p/t faculty to new sections. A related comment pointed out the benefits of establishing part-time pools that were joint ("District pools") for part-time faculty in departments which exist at both colleges such as English, Math, Reading, etc.

- It will take approximately additional 390 sections of classes at 30 students per section to recover the necessary FTES district wide.
- There was some confusion over statements by President Hartley about discrepancies between figures given in DBAC minutes from January regarding HBA-related FTES at West Valley and figures given more recently. The explanation given was that the current figures reflect more recent information from the State.
- There is an endowment fund, established by the Land Corp many years ago, which has never had guidelines for the appropriate use of its funds (currently approx. \$4 million). Recently the Land Corp. Board of Directors have agreed that the Foundation can use that money to establish some sort of scholarship to assist students in the District. One idea that is being talked about is setting up textbook grants for students who enroll in a certain number of units, but other ideas may be considered as well. The State Chancellor's office is considering establishing a matching fund that would amplify the effect of such a program.
- District Council and DBAC will continue to meet jointly for the next several weeks to coordinate strategies and responses to this crisis.