



Mission College Academic Senate President's Report 3/27/08

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.

Accreditation: We survived the visit of the Accrediting Team! Last week required me to focus nearly 100% on accreditation, as I had separate interviews with seven different team members over the three days they were on campus. Recurring topics of interest were program review (which we are working to implement next Fall), SLO's, the climate of relationships between faculty, staff, and college administration; and the current status of shared governance at Mission College. I was also asked a number of very pointed and focused questions about the relationship of the Land Corporation to the College and the District, and I was able to direct the team towards recent Academic Senate minutes for further information.

Congratulations: At the March 20 Board meeting, 19 Mission College faculty were awarded tenure: Jeff Cormier, Pam Couch, Mark Engle, Thelma Lee Everett, Tat Fong, Phil Hawkins, Don Kendall, Steve Lipman, Aaron Malchow, Janet McBride, Kathy Moles, Janice Morgan, Rick Rivas, Michele Speck, Helen Sun, Rebecca Tran, Cam Valenzuela, Cindy Vinson, and Elaine Wong. Although the faculty will be formally honored here at Mission in a reception on Tuesday, April 8, I took the opportunity to point out to the Trustees that among this group were several current and former Senators, many committee members, several department chairs, members of accreditation standard teams, and others whose hard work and commitment have been essential in every aspect of the college's functioning. I am truly proud to welcome every one of them to the ranks of the tenured faculty here at Mission College!

Reorganization: The Senate will be discussing the proposed reorganization at our April 10 meeting. Senators are being provided with additional information as it becomes available, and should discuss this with their divisions before that meeting. Ian Walton has forwarded background information and past Senate actions for us to look at. We should also review the ASCCC document ***Roles and Responsibilities of Faculty Academic Chairs: An Academic Senate Perspective*** (available on the ASCCC site at <http://www.asccc.org/Publications/Papers/RolesResponsibilitiesAcademicChairs.htm>).

Budget: There is a great deal of concern being expressed District-wide about the budget, and how the State's fiscal crisis will interact with our enrollment crisis, the HBA penalty, and other issues. I am also hearing concerns expressed about whether or not the District is involving faculty appropriately in the planning process to address this issue. At present, I believe that the Chancellor is acting appropriately in preparing the District for the possibility of future layoffs *if expenditures and income cannot be brought into balance*.

The key here is balance. We must either grow, as a District, by 865 FTES, or we must reduce our expenses by more than \$15 million – or we must reach a balance in the middle somehow. The Chancellor's budget message last week laid out a number of actions that HR has been directed to undertake, including a review of FSA procedures and an updating of seniority lists. Those things were not done early enough in 2002 to avoid problems in 2003, and as a result process that should have been carried out were

not handled properly. The fact that they are being done now by HR is both appropriate, and a positive change. ACE and SEIU are involved in making sure that the contracts are followed and that legal protections for faculty and staff are maintained.

Meanwhile, we in the Academic Senate have our own processes to review and implement in order to prepare for the coming storm. We have already stated our intention to review the Program Discontinuance Process this semester as one of our priorities for Spring '08; this policy, and the process for implementation, will be of critical importance over the next year or two. Program review provides critical data on programs and service areas, and we are working to get that process up and running. We are also working to develop a cross-functional team that can coordinate planning and improve communication between the Division Chairs, the Senate, the Student Services Council, and other key groups. (For more discussion on the budget, see the minutes of the Senate meetings for 3/6/08, as well as for today's meeting.)

SHARED GOVERNANCE AND OTHER MEETINGS

As usual, please remember that these are only my notes. For more complete information, please consult the minutes of the meetings or contact the chair of the committee.

DIVISION CHAIRS, 3/17

- The major topic of discussion was the proposed reorganization plan and its effect on the divisions. DCs agreed to continue the discussion at the next meeting, and to invite Harriett to attend so they could talk with her directly.

GAP, 3/19

- Gap members were presented with a list of six projects requesting funding from the Land Corporation. These projects need to be prioritized by GAP and then will move forward to EMT for consideration along with requests from the District and West Valley. Mission's projects total approximately \$886 thousand; District projects total approximately \$1.2 million, and WVC projects total approximately \$3.8 million. (The total amount of funding available from Land Corp is \$2.5 million.) Among other criteria established by Land Corp, all projects must demonstrate a positive effect on FTES.
- A member of the visiting accreditation team was present to observe GAP.

CHANCELLOR'S ROUNDTABLE, 3/20

- Major topic of discussion was reviewing of the budget memo to be presented to the Board at this evening's meeting and then sent out to the District on Friday, 3/21.

BOARD OF TRUSTEES, 3/20

- Interesting presentation by a service called "BoardDocs.com", that provides web hosting for school boards of trustees around the country. The service, which costs \$12,000 per year plus a one-time setup charge of \$1,000, allows boards to have online agendas which link to supporting documents, prior minutes, policies, procedures, etc. electronically. The service provides both a public site as well as a protected site for board members to access confidential documents. (In my opinion, this service could go a long way towards improving access to and information about the Board as suggested many times over the past several years.)
- Jane Patton gave a short summary of the Statewide Career Pathways marketing campaign which is about to launch, and which will push community college career/tech programs. The website is <http://whodoUwant2B.com>. She also joined with me in commending Jonathan Brennan in his receiving the Hayward Award for Excellence in Education from the ASCCC.
- An item relating to a sexual harassment case at WVC, between a student employee and another student, was moved to open session at the request of the complainant.

- There was discussion of the request to fill two new Facilities positions; it was pointed out that these positions were already approved by the Board as part of a Facilities reorganization at a previous meeting and that the responsibilities of these positions are currently being contracted out at significant expense to the District.
- Item 5.5, which dealt with an Early Retirement Incentive for faculty, was dropped from the agenda. It was stated by the Board that this was to allow negotiations time to continue on this matter and that dropping the item did not indicate an intent to close negotiations.

DIVISION CHAIRS, 3/24

- Harriett attended the meeting to discuss the proposed reorganization with the DCs and to hear their comments and concerns about the plan.
- Ed Kleppinger informed the DCC that ACE had written to Bob Owens, as president of the Board of Trustees, with objections to the proposed reorganization plan based on what ACE sees as violations of the faculty contract relating to job duties of Division and Department chairs and the reassignment of faculty work to administrative positions under this plan.
- John Williams also brought up the question of how goals are assigned to the two colleges, pointing out that goals should really be established from the bottom up – how much FTES can a department generate given a specific number of sections and a specific number of FTEF. What's realistic? Then those figures are used to develop a college-wide goal. Goals should not be set from the top and then departments told to achieve them. There needs to be a clear delineation between the role of PGC and the Division Chairs in setting goals, so that managers (DCs) set their goals based on what they can realistically achieve.

CURRICULUM, 3/24

- The Curriculum committee has been discussing SLO's and the best way to integrate them into the curriculum approval process. They will be forwarding recommendations to the Senate for consideration this week.
- It was brought up that over the past few semesters, there has been a gap in the handling of curriculum after it is signed off by CRC – there hasn't been anyone who consistently "shepherded" courses and programs through the remaining signoffs, communicating with the System Office when needed for approval of programs over 16 units, preparing Board agenda items, etc. There was discussion of whether Aileen de Guzman could be sent to the ASCCC Curriculum Institute in July, and I will investigate that with the Office of the President.

CBAC, 3/26

- Printouts were distributed showing the budgeted figures vs. the actuals for Fund 17 accounts and Fund 100 accounts for object codes beginning with 54, 55, 56, 57, and 58 (no salaries or benefits were included). It was pointed out that for Fund 17 accounts, the "Budgeted" column is only the estimate of the budget administrator as to how much might be anticipated in the account for the year – it may be significantly different from how much is actually collected in that account during the period, which means that the amount shown as "Available" for that account is significantly overstated.
- Spending deadlines have been moved up – for purchases over \$1000, requests must be submitted by April 1; for all other requests, by April 9.
- There was discussion of budget trainings that are being planned, and Mina requested that reference documents be developed to help staff with budgeting and the use of Datatel.
- There was also lengthy discussion about the relationship of the District's Budget Allocation Model to the colleges, and about changes that have occurred over time within the District model which have not necessarily gone through shared governance. CBAC is very concerned about the effect this has on the budgets available to the college and the impact of this on our ability to adequately fund instruction.