PLEASE NOTE: THIS VERSION INCLUDES ALL DOCUMENTS ATTACHED TO THE ORIGINAL EMAIL DATED Sept. 20, 2008

Colleagues,

One week late, here is my report. In order to get this out in a reasonably timely manner, I'm attaching the minutes of a number of committees instead of writing my own summaries.

Let me know if you have any questions or concerns. I'm happy to respond.

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Shared Governance Report 9-19-08.doc

CRC Mtg Minutes 9_8_08 Unapproved.doc

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MCAS Shared Governance Report
These are just my own notes, not official meeting minutes. If I have made errors, I will be happy to correct them. sk
Sept 19, 2008
My general areas of concern in the past 2 weeks:
Access to documents and meeting minutes –
District Council has asked that I stop sending out Board agenda items to all users. I have agreed to stop sending them out to all users if the district staff agrees to publicly post them somewhere. The Chancellor has agreed to work with Ron Smith, director of IS, to ensure that these documents are available online. In the meantime, I will be sharing them with MCAS Senators who can forward them to other faculty. And classified staff can get their copies from My Loi. (not being posted as of 9/20/08)
The Division Chair Council has typically not posted minutes publicly. Given that they make decisions that affect all faculty, I was going to request that minutes be taken and shared, but Norma admirably recommended the same before I had the chance. I will now be taking minutes of these meetings and they will be shared with all faculty. (Meetings are every Monday, 12-2, 3rd floor conference room.) Chairs are Jeff Nelson, Norma Ambriz-Galaviz, and Dianne McKay.
The Performance Goals Committee is not a shared governance committee; it is an ACE committee, but it is the place where some of the most important decisions on resource allocation (of faculty or FTEF) are made. If you would like more information regarding the workings of this important committee (for example if you would like minutes to be taken and posted), you should communicate with your pgc rep (don't know who that is? Ask me) or Ellen McAlister or both. Ellen is the chair and follows the direction of the committee. The meetings are 10:30-12, Mondays, 3rd Floor Conference room.
Faculty Participation
Although I have sent out 2 calls for faculty participation and have asked Division Chairs to contact faculty to fill empty committee seats, there still remain about 21 empty seats for committees and task forces and there remain faculty who are sitting on no committees. I will be asking the Senate for direction on this on the 25th. Our accreditation is at risk and I must say I applaud those who have responded to the participation calls – thank you, but remain concerned about those who are not stepping up. The reality is that if faculty don't step up to do the work, it will be done by administrators. Remember – **5 hours every week.**
Division Chair Council Meeting 9/8/08 - weekly Mondays– 12-2:00 – 3rd Fl conference room
Norma Ambriz-Galaviz will be co-chairing this committee this year with Dianne McKay, but for the month of September, Jeff Nelson will co-chair in place of Dianne. Meetings will be chaired alternately each week by one of the co-chairs.
Membership: It was unclear what the membership was supposed to be and who the voting members were. There was conflicting information on the committees list put together by the Academic Senate and the committee description listed on one the Division Chair's documents. Norma will research any existing documents that relate to committee membership and charge. Stephanie indicated that a subcommittee of GAP will be reviewing the shared governance structure at the college, so the membership and charge of this committee are timely issues.
Duties: Each person present signed up for meeting duties including notetaking, timekeeping and observing for each meeting this semester. The person chairing the committee each week has been designated and this chair will be responsible for compiling the agenda for the meeting. Agenda items should be submitted to the chair of the next meeting by Thursday evening. Agendas should be ready and distributed on Friday. We will be meeting 12:00-2:00 each Monday.

VP's Goals: Norma handed out a document listing her goals for the year (attached here) and asked that the Division Chairs each write up a few goals for the year and submit to her. There was a question about one of her goals "Re-establish confidence...". She answered that she has been informed that there has been a lack of consistency in following procedures on the instructional side of the college. She plans to correct this.
Evaluations: The Office of Instruction's priorities for faculty evaluations are:
1. Untenured faculty - we must bring ourselves up-to-date in evaluating these faculty
2. Associate faculty - any first year associates must be evaluated this Fall, including emergency hires
3. Tenured faculty - we must ensure we are current in evaluation schedules; tenured faculty with student complaints lodged against them will be the priority
Question: who evaluates noncredit faculty? Norma's understanding is that other faculty evaluate them. Stephanie noted that the evaluation process needs to be improved because there are some faculty who are the subject of repeated student complaints and yet these problems persist. We need to ensure that problems with faculty are addressed adequately through the evaluation process.
Confirmation of Committee representation for CBAC, GAP: GAP reps are Rachel and Monica; CBAC reps are Monica, Judie, Clement, Dianne, and Rod.
Debriefing first week of registration and classes 9/2-9/6: Kena was acknowledged for being highly responsive and getting new rooms for sections. Division Chairs also recognized Admissions and Records and Paulette Lino for their work. Question: who notifies students if classes are cancelled or changed? Answer: Senior Office Coordinators. Sometimes department chairs do it, but dept chairs do not have authorization to get rosters for all sections in their dept. Division chairs also need this authorization. It was recommended to speak to Arlene and A&R regarding getting authorization for roster downloading for dept and division chairs. Datatel is not currently allowing appropriate enrollment access to some students, for example, in Spanish 2. Also, an orientation class did not have adequate signage and students couldn't find the classroom.
When classes are cancelled, can we include more information in the standard email students receive such as which other sections or future classes they might want to enroll in? Dept/Division chairs can send an email to Henry Sawyer in IS to include a tailored message along with the standard message that goes to all students in cancelled sections.
Waitlists: Why do waitlists disappear from Datatel and MyWebServices the first day of class? Can we have them remain for at least the first 2 weeks so we can better assess the need for new sections? Can students be placed on the waitlists for multiple sections of the same class? No, only one section. When we have waitlists, students expect that any new section opened will meet at the same time and on the same day. Each dept can set the maximum # students on the waitlists. Are there currently policies regarding in which order to add students who are not on a waitlist? No. Some faculty reported that Tel-Reg was not working - others heard no reports of this. Classes with co-requisite labs. The registration for these courses is complex because students must be enrolled in both, but the system doesn't support this. This is a Datatel coding issue and Jim Wilczak will address it.
Spring 09 Schedule Submission: Jim Wilczak is going to take on some of Aileen's workload in creating the schedule. All schedule submissions will be given to Jim who will track how much load we are using as we build the schedule because there was an incident where one dept significantly overscheduled for this semester, using more FTEF than was allocated for the semester. The new forms for submitting schedules will ask for load information to assist in this process. Norma expressed concern that in the past sometimes department chairs have been submitting schedules when it is the division chairs who need to. She asked that we follow the process consistently.
PGC FTEF allocations 08-09: Former chair of the PGC, Clement Lam, indicated that we use 210 FTEF each semester. He requested that we get an accurate accounting of the FTEF in use for Fall before Census Date to assist in adding/cancelling sections. Jim W indicated we should have it by next PGC meeting.
Enrollment Update: Enrollment is up 5% compared to the same time last year. We will have a Wintersession.
Cancellation of low enrolled classes: Norma met with some departments and divisions to discuss their chronic over-scheduling (scheduling more FTEF than they were allocated). They have been notified that

they will only get what they were originally offered by PGC. They were given the option of cancelling some classes this semester to save their FTEF for higher enrolled classes. She also reminded them to document their scheduling, student hours , faculty hours and other record keeping issues. Departments that have run low-enrolled courses for 3 years or more have been told that they must change this practice, but not all have responded, so the Spring schedule production process will monitor those departments to ensure they do not run low-enrolled classes. We have a negotiated goal of 525 WSCH/FTEF. This corresponds to 32 students in each lecture course. We must adhere to this negotiated goal. Departments are being asked to respond and come up with solutions if they are having enrollment problems. Norma is letting departments know that people are watching and aware. A faculty member reminded the group that the PGC is the appropriate body for dealing with low-enrolled classes.
Record-keeping: Jim stressed that we must begin collecting data based on how the state wants it reported. We have language labs with electronic recording systems. These are model systems. We must be able to show a potential auditor the date and time of attendance for each student and some documentation to prove a faculty member was present in the lab, e.g. a lab schedule. There may be a need for the faculty member to sign off on attendance. We could have a separate sign in sheet for each student in these labs. The students would need to sign in and then, upon sign out, would record the total hours for that visit.

Office of Instruction

Vice President of Instruction's Goals for 2008-2009

Accreditation

1. Provide the leadership for assuring the completion of accreditation mid-year report especially for areas concerning instruction. In addition, prepare for the site visit of Spring 2009.
2. Participate in establishing institutional processes that fulfill the accreditation standards successfully.

Enrollment Management

1. Establish an effective enrollment management team to achieve our established FTES target.
2. Provide the guidance and processes for Deans, Directors and Division Chairs for increasing recruitment activities, retention and monitoring of enrollment goals.
3. Re-establish confidence in the operations and leadership of the Office of Instruction.
4. Organizational Improvement
5. Assess and recommend revisions to job descriptions, workload distribution by divisions, reporting relationships and responsibilities within and between colleges within the District in areas related to Office of Instruction.
6. Contribute to the importance of establishing and using one common data source for decision-makers of the District.
7. Draft an initial Instructional Handbook with a focus on administrative operations of instructional matter.
8. Affirm the important contributions and continuous improvement of Instructional Technology, including distance education, and workforce initiatives and community education.

Curriculum Review Committee 9/8/08 – 2-4:00 – E3-501

We will have stand-alone course training next Monday 3-4. The state is now allowing us to approve stand alone courses locally rather than requiring state approval. A stand alone course is a course that is not tied to a program, certificate or degree.
We reviewed as a first reading English 900 course (writing lab) which is a good example of a supplemental instruction course. It is open entry, open exit, half unit, can be repeated 3 times, is meant to supplement all English comp courses. There is individualized attention. The writing lab is open M-F 2:30-6:30 and staffed with one or two faculty members. Students check in and out. They

submit a form with questions and the teachers answer them in turn. There are also computer modules for students to complete on their own.
All new courses require SLO statements and assessment plans.
Next course for first reading: CA 120 Help Lab. Repeatable 3 times. It offers additional assistance for students in Computer Applications classes. Deals with word processing, databases and web page design.
Course Revision review: IS 049 College study skills, face-to-face and online. Approved. Questions about number of contact hours for distance ed courses.
Number of contact hours required is explicitly stated on the course outline. For a 1 unit lecture course there must be one hour a week of contact between the student and faculty whether online or f2f. The CRC is working on improving requirements for DL contact hours.
LVN-RN 33: asking for a fast-track revision. Asking that lecture units be changed to lab units to be in compliance with State Board of Nursing. CRC agreed to consider it as revision at Sept 15 meeting.
ESL Repeatability: ESL Division courses are currently out of compliance with repeatability. This was just leaned through Curriculum Institute state-wide training. We have all ESL courses listed as repeatable 3 times. Must remove this. Committee approved to remove repeatability from all ESL courses.
Change to Certificates: found out last fall that we can't offer certificates that haven't been approved by the state. In past, we had sought state-approval for all certificates requiring 18 units or more, but had not sought state-approval for those certificates under 18 units. The state is now requiring that all certificates 12 units and above have state-approval before offering. So our 18+ unit certificates are already state-approved and we can still offer them. But our 12-17 unit "certificates of completion" cannot be offered as transcriptable certificates until state-approved. These have been renamed in the 08-09 catalog as "certificates of proficiency" rather than standard certificates and will not be transcriptable. Our depts need to work with the Office of Instruction to forward them to the state for approval for 09-10 as transcriptable "certificates of proficiency" (new nomenclature from state for 12-17 unit certificates). So for 08-09 – certificates 12-17 units are not transcriptable and can only be called "certificates of proficiency", not "certificates of completion". We will need to talk to IS regarding keeping track of certificates of proficiency. They won't appear on student transcripts, so we have to have another way of record keeping.
CRC wants to encourage all depts to submit their "certificates of proficiency" to the state for approval as "certificates of achievement" by adding a few units so that we can have a clearer means of demonstrating student achievement. Christina Oborn, new Dean of Workforce Development is available to assist departments with the paperwork. Christina has already provided a training to vocational department chairs. Brenna recommends Norma to provide a workshop for all dept chairs. The committee approved the change of title from "certificates" to "certificates of achievement" for state-approved 18+ unit certificates. The committee approved the change of title for 12-17 unit certificates from "certificates of completion" to "certificates of proficiency".
Graphic Arts/Graphic Design
Anna Szabados, chair of the Graphic Design and Multimedia Dept, requests approval to merge the GA and GD depts into one dept. It has been confusing to students in the past. GA is generally focused on production and GD on creative work. Now that the dept chair of GA has retired, it would benefit the college to merge the two into one for coordinated management. The committee approved the recommendation, but pointed out that official approval must come from the Academic Senate. Stephanie will agendize.

Weekly Meeting with President Robles 9/9/08
GAP Progress reports due Mon Sept 15 for accreditation progress update at 9/17 GAP meeting.
Harriett has begun to have all-managers meetings at the college for improved communication about college-wide issues, for example, the STAR campaign, emergency training, HR hiring issues and revamping the management evaluation process.
An all-college budget forum will be held at MC on Tue Sept 23 4-5:30pm in either Sorenson Hall or TAV 130.
We need to make sure everyone receives emergency training. OSHA required it. We had an opportunity to test our process and found areas that need improvement.
The org study team met with EMT and asked questions about enrollment trends, HbA and collected lots of data. They will be running a comparison of like colleges by activity code (e.g. instruction, administration…). There are some variables that can cloud the data though like how each college categorizes expenses like classified staff. These issues will be looked at by the org firm.
Harriett asked that the Senate get behind emergency planning by encouraging faculty to attend training.
Governance and Planning (GAP) Meeting 9/10/08 – 10-12:00 CC 219
We voted to add another student services rep to join Bob Miller. Currently there are 5 instructional reps (not including administrators) and only one student services rep. Pat Hernas will be joining GAP as an MCAS rep.
I need to call for a meeting of the subcommittee for Shared Governance Review: Linda Angelotti, Pat Hudak, Mina Jahan and me and report back next week.
Enrollment report: Unduplicated headcount up 7.8% from last year (and last year included HbA). FTES up 6.5%. These numbers are 5% over our goal. This can be attributed to many factors:

- Enhanced recruitment and marketing
- Welcome week activities
- Adding more sections strategically
- More outreach to K-12
- More day/full-time students
- State-wide trend in increasing enrollment for all community colleges due to poor economy

Bob Miller: this is the first time in recent memory that most of our basic skills classes are full already (first week of classes).
Assessment Center: since we moved to computerized testing the # of students tested has gone up by 26% in Winter/Spring and 45% for Summer/Fall. Total # of tests taken in Summer/Fall went up 72%.
Room availability: Worku is working on asking for funding for more class space from District Budget Advisory Committee.
Enrollment: our current goal for 08-09 is 6909. This will likely be adjusted as more students come in.
STAR campaign: Students Teamwork Accreditation Resources. We will be measuring our progress with a bar chart displayed outside Harriett's office.
Budget: state has no budget – longest delay in California history. Our district is fortunate to have funds to keep going. Some districts are borrowing money from banks. We can meet payroll through November 30. Probably no COLA this year. Possibly some growth $. We reviewed the year end 07-08 financials (sent out to all users last week by me and Harriett).

Budget Forums will be offered Sept 23. Performance Goals Committee needs to know how much FTEF (Full-time Equivalent Faculty) is available for Spring. District's final 08-09 budget is going to Board on Sept 18, but actual financial reality is contingent on the state budget. We cannot tell the PGC a final number until then.
Since 85% of our expenses are in salaries, we need to look at positions and how they can become more efficient and move ust o increase enrollment and retention and revenue. Worku stressed the urgency of dealing with the $9 million ongoing deficit. The BOT has asked that we step up and energetically look at increasing revenues. The BOT is concerned that there is a lack of urgency at the colleges.
1 FTES = $4500
In order to make our goal, let alone the budget deficit, we need approx 32 students in each 3 unit lecture class. We need to explain these terms such as FTES and how that translates into money. The state sends us money based on FTES and then subtracts the tuition we collect.
We should also look at cutting expenses in addition to increasing revenues. There was some discussion on how to save energy in the district. Turn off lights, computer, projectors when not in use. Facilities is already doing a lot on their own such as composting to improve energy efficiency.
Accreditation: everything is in process. Our first progress report to GAP is on Sept 24. Planning matrix was approved by GAP. Administrators are working in their areas to ensure the completion by Nov. 30. Action plans need to be submitted by Mon. Sept 15 to GAP. For those itmes that cannot be completed by Nov. 30, at least we have a timeline for completion and a form to document completion.
The new Intranet will have committees page and page for each committee with charge, membership, and documents. Each committee will need to assign one member to be responsible for the web page.
Program Review: Data and forms have been sent out to review programs. Mary will be visiting all programs to provide support and guidance in filling out forms. Program review connection with budget allocation mechanism is being worked on. Also working on a rubric for use in reviewing program submissions. Also working on Powerpoint Template. Considering modifying 4 year review schedule.
Budget request process is done in Spring, but CBAC will discuss prioritized list from Spring. But there are no available funds now. They will be discussing whether to use the old priority list or create a new one.
A& R has worked with Counseling to send out letters to students whoa re close to graduations eligibility to encourage them to complete eligibility and file for graduation on the assigned date. There are currently many students who are close to qualifying for graduation and we would like to work with them to complete their requirements so that this success is reflected in our data. Instructors can assist in getting students to file for graduation. Instructor intervention makes a huge difference in the number of students who file for graduation – especially in vocational areas.
Cafeteria vendor (Gavilan Café) starts service on Sept 29.
CBAC 9/10 (College Budget Advisory Committee) Wednesdays, 12-2, CC 218
Worku Negash has asked Division Chairs to confirm who their reps are: Monica Rivas, Judie DelFrate, Clement, Lam, Dianne McKay, Rod Pavao. In 2001, the college came up with our budget allocation model. It is revised every 2 years. It is up for revision this year. It will be revised by CBAC and taken to the Senate for consideration for approval in Spring 09.
How does Performance Goals Committee interact with CBAC? The PGC is essentially a resource allocation committee and so should have an official system for interacting with CBAC. Associate

faculty allocation is done at the District level. The PGC is funded by the District allocation process. CBAC deals mainly with operational budget allocation.
The members of CBAC were asked to make revisions to the current budget allocation model and forward to WOrku.
Do we need a rep from the Tech committee?
Worku has created the College Budget Manual and has provided trainings in the budget.
In the Spring, the District Finance office puts together a Tentative Budget in anticipation of the State Budget. In the Fall, when the state budget comes in, the Final Budget is =created. This year, the final budget is being adopted on Sept 18 due to the lack of a state budget.
Anyone can go to PARIS to access the updated district budget. We probably won't get COLA this year. Many district don't have funds to meet payroll. Fortunately, we have a reserve of 8% (5% state mandated and 3% BOT approved) and will meet our fiscal needs through December.
We lost 2064 FTES through HbA. 2064 x $4500 per FTES = about $9 million ongoing deficit for the District. Worku stressed the urgency of our fiscal problem. We must cut expenses and/or increase revenues to deal with this issue permanently. We must generate the FTES – at this point, we are improved over last year in FTES – up 6.5 % - even though last year included HbA, so we have actually increased more that 6.5%
How are we doing in comparison with area colleges? Most colleges in the state are seeing increased enrollment due to the poor economy, but we are growing twice as fast as WVC at this point. To compete with area colleges like Foothill DAnza, we need to offer last start classes since their classes don't start until after ours. As a college we need to remain vigilant and not get complacent in the face of our gains this year.
The variance in tentative and actual budgets is due to 1. Turnover in positions 2. College budget cuts to save money. Our Fund 100 in come consists of

- State apportionment
- Property taxes
- Tuition
- Lottery $
- International student tuition

In addition, the college received restricted funds (not included in Fund 100)
We reviewed the prioritized list of fund requests from Spring 08, but there are currently no funds for any items. We will be getting instructional equipment money though, but no general fund $ this year to allocate at each college.
Norma recommended that we ask Land Corp for temporary funding of grant programs that need to be institutionalized, but can't be this year.
Accreditation Planning Agenda Items: Worku's office ehas completed 25 itmes. 8 are related to CBAC. He asked members to review his documents regarding progress on times and provide feedback. In our next meeting, we will discuss accreditation again. The Mission College operating budget is allocated to departments. Year to year it is generally rolled over. Our new system of tying allocation to program review will abolish the rollover model.
District Budget Forum – present will be President Robles, the Chancellor, the Vice President of Administrative Services, the Interim Vice Chancellor of Administrative Services and the District budget staff. Tue, Sept 23, 4-5:30 – Sorenson Hall.
District Council 9/10 (every other Wed) WVC Board Room 2-4
I arrive 40 minutes late to this meeting due to CBAC meeting. Larry Toy from the Org Study Team reviewed our enrollment and budget data comparable to other colleges. The consultants will be

working with Albert Moore to collect as much data as possible. The Consultants will attend every District Council meeting to report findings and answer questions. Currently Mike Hill, retired CBO from another community college, is doing the comparables according to activity code right not which the MC Academic Senate asked me to request of the team. They will be looking at 8-10 activity codes. Each of these can be broken down into smaller categories if needed. This info may be shared on the 24th of Sept.

Why do we always end our budgets in deficit and then rebound? The consultant agreed that this was problematic and was looking into it. He said sometimes this is due to keeping some money "in a cookie jar". This is not true this year, but consultants are aware this may have been a practice here in the past.

Who is going to follow through with the org study recommendations? The firm will be assisting with the implementation by meeting with the appropriate staff and consulting with the District Council. I expressed my concern over the after-effects that will result from the big change we are undergoing and asked how you deal with the huge emotional toll that institutional change takes on staff (faculty, staff, administrators). Larry Toy responded that you have to ask people to trust you as a leader.

We reviewed financial statements and budget adjustments documents and the 08-09 Final Budget. There were concerns about items on the BOT agenda which are approved by the District Council, but then pulled and changed without coming back to the District Council. Union President Ed asked that District Council be allowed to review these docs again. The Chancellor agreed that this would be a good practice.

The Gavilan Café contract calls for a rent of $60,000 or 11% of catering costs, whichever is higher. They will also donate $1000 to the President's Fund and $1000 to ASB.

DeFunded Postions: Union President Kleppinger asked that we get a list of open positions. HR has expressed that it is difficult because of all the databases used, but the list will be provided in October. There are 3 lists: list of positions filled in the last year; list of defunded positions; list of positions in recruitment.

Can we also get a list of positions the colleges are going to move forward on filling? We don't even know if or which faculty positions will be filled. Which programs will be impacted by retirements? Will new faculty hiring come through the Senates? Norma is going to take the list to the Division Chair Council of the retirement positions. But we also need to look at faculty on banked leave who might be retiring. Also there are temporary fTers which may not continue. The list of retiree positions should be looked at jointly by both colleges. The decisions about staffing allocation should be made through collaboration bw the 2 colleges.

Dr. Hartley (WVC Pres) recommended that Senates start thinking about program discontinuance. Angelica and I both indicated that we will be looking at considering program discontinuance after other discussions with PGC and the like. At Mission, we are first looking at the Educational Master Plan as a means of leading to growth and reduction in various areas.

Enrollment Update: WVC – Unduplicated Head Count: 10,240 – largest since 2002 – 3% increase over last year. FTES – hasn't increased, but we are on target, 99% to target even without last start classes. Mission – Star Campaign – Students, Teamwork, Accreditation, Resources. Unduplicated Headcount – 9,785 – 8% higher than last year, 13% over 2 years ago. FTES – 105.2% of goal – must maintain it.

Performance Goals Committee – 9/15 – meets Mondays 10:30-12, 3rd floor conference room. Chair Ellen McAlister. Members: Rod Pavao, Clement Lam, Rachel Lowenberg, Alan Chandler, Ellen McAlister, Monica Rivas, Judie DelFrate, Jim Burrell, Dianne McKay, Jeff Nelson. ACE

Committee. Permanent Guests for open meetings: Norma Ambriz Galaviz, Jim Wilczak, Ed Kleppinger, Stephanie Kashima.

Division Chair Council – 9/15 – Mondays, 12-2, 3rd Floor Conference Room

Present: Rod Pavao, Clement Lam, Rachel Lowenberg, Alan Chandler, Ellen McAlister, Monica Rivas, Judie DelFrate, Jim Burrell, Dianne McKay, Jeff Nelson. Norma Ambriz Galaviz, Jim Wilczak, Ed Kleppinger, Stephanie Kashima.

ACE – Office of Instruction is making assignments to Division Chairs to take leadership on accreditation planning agenda items. ACE asks that the contract be followed and no new duties be given to Division Chairs. Ed and Norma will meet to discuss. Assignments must be part of Division Chair goals. In the future, it would best to bring assignments to the whole group to discuss before assigning.

Norms reviewed – all approved. Duties reviewed for today: Monica – timekeeper; Alan – observer; minutes – Stephanie.

Committee makeup. There was a conflict between the Senate committees list and the shared governacne minutes of a shared governance committee. Currently the members of this group are: Division Chairs, Vice President Instruction, Dean Instruction, Senate President, ACE President. Historically, there were also spaces for students. The 2001 document was unapproved but indicates that there are 10 division chairs who are voting members and 4 ex officio members (non voting) : Vice President Student Services, Senate President, Vice President Instruction, Library Director. By 2002, the ex officio members had dropped to only the VPI.

Ellen McAlister will bring in current documents from PARIS and the Division Chairs will go by this document until a new shared governance document is approved. I expressed that I didn't think the Senate President needed to be a voting member, given that Division Chairs don't vote at the senate, but I did feel it important to have the Senate President as an ex officio member. A 1998 document seems to confirm that only the 10 division chairs were voting members.

September 8 meeting minutes approved.

Policy on accepting reassigned time – a faculty member gave up a class at the last minute this fall to accept a reassigned time assignment without getting approval from the dept or division chair, thus leaving the class without an instructor. This creates a problem for dept and division chairs – no time to replace. The Division Chair sought clarification on the policy for accepting reassigned time. Schedules are supposed to be agreed upon by mutual agreement between n dept chair, division chair and faculty member. We need a process to make sure we don't end up in this situation again. What is the authorization process for approving reassigned time? There is none based on the current reassigned time form. A faculty member cannot(*should not be able to?)* independently decide to take release time without consulting with dept/div chairs. A faculty member can decline a class, but not after the schedule has been developed.

The process should have been consultation with dept/div chair. Another issue – this person was offered release time without any consultation w/dept/div chair. Must create a new form with check-offs and an authorization mechanism.

There was a recommendation that when agenda items are submitted, they include approximate discussion time required and some detail to inform members on agenda.

Faculty areas for replacement: there have been retirements and resignations. To be proactive, we created a list of programs that will be impacted. Reviewed list. Is this list confidential? It is the list from the positions control file and the future retirees. The current FON is about 319, but we have about 360 FT faculty. We are over by about 40. Chancellor ARterberry initiated a freeze on all faculty hiring until the budget situation is resolved.

Norma wants to know the sense of the DCs in case we are granted some positions Are you going to carry forward last year's prioritized faculty hiring list? With retirements, we need to revisit just in case. There was agreement to revisit the ranked faculty hire list as a future agenda item.
Issues of errors in reports to A&R: a faculty member took overload time without approval and also didn't turn in grades for 5 courses. Norma wants 2 lists of faculty names:

1. No grade rosters submitted – Norma will review this list carefully

2. Technical problems – roster submitted, but other issues with roster

Norma has asked A&R to report to her these names and she expects to see these issues on evaluation reports. Norma's concern – the same names are appearing on lists of late submissions, semester after semester.
There were some IS/A&R issues with census rosters in the past 2 weeks. IS shut down at a critical time (the day before Census date – Sept 15). We need to discuss with A&R and ITS.
Question: why should instructors drop students – isn't that student responsibility? Answer: it is an issue of honest reporting to the state – don't want another audit. It is an issue of institutional integrity. Also, not fair to charge students for a class they didn't take. Add to future agenda for further discussion of resolution of these issues.
Update on CBAC: We discussed the budget model which is only regarding new monies. We need a model to look at all monies . Give your reps your feedback regarding a good budget model process.
Scheduling issue for Spring 2009 grid: Some departments are not following the grid and causing ancillary problems for faculty and students. Those with problems with grid should contact Jim Burrell. The Office of Instruction will be reviewing Spring schedule for non-adherence to scheduling grid. The grid has been created for maximum efficiency and best use of time. There are some overlaps in beginning/ending times, but it is difficult to avoid completely.
Constitution Day – there will be a film and voter registration drive Wed, 9/17.
Other issues: Brain Trust document distributed at the BOT meeting – our administration needs to speak to some of the inaccuracies in it. Please read the rft and come back with a response.
Norma asks the DCs to continue to help[her with the accreditation item leadership to ensure progress is being made – owners of the items don't do the work – only monitor progress. Stephanie will resend call for faculty participation and DCs have volunteered to recruit faculty.
SIMS/NIMS emergency training – needs records of who has participate din this training – most DCs have. Next week's agenda items due Thur. night. Adjourned 1:40pm
Weekly Meeting with Dr. Robles, Tuesday, Sept 16, 3-4pm
Dr. Robles encouraged the Senate to ask depts. And programs to visit the senate regularly with reports on new programs/certificates/ curriculum. We need to be focusing on the future at this point and our future direction as a college.
Some faculty seem to be under the misunderstanding that Program Review is only a report of the past rather than a plan for the future. We discussed changing the name of the Program Review process to "Program Review and Planning". Perhaps we should include new program development training in the SLO training workshops coming up.
District Budget Advisory Committee
Final Budget was distributed for adoption by BOT on Sept 18. A document explaining enrollment apportionment terms such as stability, restoration and growth was distributed. I believe I have sent this out to all users. We agreed that the BAMS process doesn't seem to be working – 4 years or

more of no recommendations from this subcommittee. We will be discussing alternatives at next meeting. Sorry for minimal notes.

Land Corp Meeting

Harriett and I asked the Land Corp to publicize the timeline for submitting funding requests. There are a lot of great ideas coming from faculty for new programs and Land Corp monies could be used for writing initial curriculum if we don't have current staff with expertise. President Lucas agreed to send it out.

BOT meeting

BOT approved the Final Budget. Monica Rivas, Haze Dennis, Ron Smybye and I spoke about the negative consequences of adopting a budget with a $1 million cut to the Fund 17 account which supports:

- Hospitality Management operations
- Instructional Materials for Technology
- Print management software for students in computer/print labs
- Rental income partially goes to Fund 17
- Duplicating Center maintenance (every 5 years)
- Grounds/Landscaping

The BOT members expressed concern for this fund and asked that the Chancellor and College presidents identify areas where monies could be moved to lessen the impact on Fund 17. President Robles agreed that this Fund is very important to the college, and that she would work with staff to address concerns. I reported our positive progress on program review and listed all the programs being reviewed this semester. The BOT members were very happy to hear this good news and asked if I could return with a report on one or 2 of those programs sometime in the spring.

MISSION COLLEGE
CURRICULUM REVIEW COMMITTIEE
SUMMARY OF MEETING – September 8, 2008
Room: E3-501

1. **Call to Order –** Call to order at 2:12 PM. Those in attendance were:

Member	P	A	Member	P	A
Chairperson – B. Wundram	X		**Social Science –** Jeff Cormier	X	
Commercial Services – S Brunson	X		**Student Dev. –** R. Sanchez	X	
Applied Sciences – L. Dellaporta	X		**Technologies –** B. Wundram	X	
Communications – Chia Chen	X				
CATA1 – Thanh Nguyen	X		**Non – Voting Members/Guests**		
CATA2 – Karyn Armstrong	X		**Academic Senate President –** Stephanie Kashima	X	
ESL – K. Chambers	X		**Articulation Officer –** Yolanda Coleman		X
Math – Moira Davis	X		**ASB Representative –** vacant		X
Natural Science – D. Lamkin	X		**Distance Learning Coordinator–** Cindy Vinson		X
			Instructional Specialist –Aileen de Guzman	X	
			Interim Dean of Instruction – Jim Wilczak	X	
			VP of Instruction – Norma Ambriz-Galaviz	X	

2. **Approval of Agenda –**
   MSU to approve the **September 8, 2008** agenda with the following: ***(Chambers/Cormier)***

   Approval of Summary Minutes –
   May 12, 2008 ***(Dellaporta/Sanchez)***
   May 14, 2008 ***(Chambers/Nguyen)***

3. **Announcements:**
   Brenna gave a warm welcome to everyone and thanked all members for their hard work last semester. New members of the Curriculum Committee were introduced. The new members of our committee include:

   - **Norma Ambriz-Galaviz** – Vice President of Instruction
   - **Jim Wilczak** – Interim Dean of Instruction
   - **Stephanie Kashima** – Academic Senate President

   Stephanie Kashima highly commended the Curriculum Committee's hard work, leadership and participation.
   Brenna announced that our next curriculum committee will be on Monday, September 15th from 3:00-4:00 PM. She emphasized that the Monday's meeting will be extremely critical for the reason that she will be conducting training for stand alone courses.

4. **Course Approvals :**
   a) **New Courses – First Reading:**
      - ENGL*900
      - CA*120

   b) **New Courses – Second Reading:** ***None***

c) **Course Revisions:**
   - IS*049 **(Chen/Davis)**

d) **Distance Learning:**
   - IS*049 **(Chen/Davis)**

a) **Administrative Changes** ***None***
b) **Experimental:** ***None***
c) **Inactivation:** ***None***
d) **Archive:** ***None***

5. **Certificates/Degrees:**
   a) **New Certificates/ Degrees – First Read:** ***None***
   b) **New Certificates/Degrees – Second Read:** ***None***
   c) **Revised Certificates/Degrees:** ***None***

6. **New Business:**
   a) **Graphic Design/Graphic Arts – (A. Szabados)**

Anna Szabados, chair of the Graphic Design and Multimedia Dept, requests approval to merge the GA and GD depts into one dept. It has been confusing to students in the past. GA is generally focused on production and GD on creative work. Now that the dept chair of GA has retired, it would benefit the college to merge the two into one for coordinated management. The committee approved the recommendation, but pointed out that official approval must come from the Academic Senate. Stephanie will agendize.

   b) **Repeatability for ESL - (K. Chambers)**

ESL Repeatability: ESL Division courses are currently out of compliance with repeatability. This was just leaned through Curriculum Institute state-wide training. We have all ESL courses listed as repeatable 3 times. Must remove this. Committee approved to remove repeatability from all ESL courses.

   c) **Changes to Certificates – (B. Wundram)**

Change to Certificates: found out last fall that we can't offer certificates that haven't been approved by the state. In past, we had sought state-approval for all certificates requiring 18 units or more, but had not sought state-approval for those certificates under 18 units. The state is now requiring that all certificates 12 units and above have state-approval before offering. So our 18+ unit certificates are already state-approved and we can still offer them. But our 12-17 unit "certificates of completion" cannot be offered as transcriptable certificates until state-approved. These have been renamed in the 08-09 catalog as "certificates of proficiency" rather than standard certificates and will not be transcriptable. Our depts need to work with the Office of Instruction to forward them to the state for approval for 09-10 as transcriptable "certificates of proficiency" (new nomenclature from state for 12-17 unit certificates). So for 08-09 – certificates 12-17 units are not transcriptable and can only be called "certificates of proficiency", not "certificates of completion". We will need to talk to IS regarding keeping track of certificates of proficiency. They won't appear on student transcripts, so we have to have another way of record keeping.

CRC wants to encourage all depts to submit their "certificates of proficiency" to the state for approval as "certificates of achievement" by adding a few units so that we can have a clearer means of demonstrating student achievement. Christina Oborn, new Dean of Workforce Development is available to assist departments with the paperwork. Christina has

already provided a training to vocational department chairs. Brenna recommends Norma to provide a workshop for all dept chairs. The committee approved the change of title from "certificates" to "certificates of achievement" for state-approved 18+ unit certificates. The committee approved the change of title for 12-17 unit certificates from "certificates of completion" to "certificates of proficiency".

d) **Review CRC Representative Duties/Trainings – (Chambers/Wundram)**
Kara distributed handouts for CRC reps including "Common Issues on Curriculum Proposals" and "Top Ten Tips for Successful Proposals." Reps were instructed to conduct trainings for their divisions and departments upon request.

e) **LVN-RN 033 – (Wundram)**
LVN-RN 33: asking for a fast-track revision. Asking that lecture units be changed to lab units to be in compliance with State Board of Nursing. CRC agreed to consider it as revision at Sept 15 meeting.

7. Old Business: ***None***

8. Future Agenda :

a) **Short courses** – No discussion

Vocational – No discussion

Respectfully submitted by Stephanie Kashima, Aileen DeGuzman and Brenna Wundram
9/15/08

Program Review Committee (PRC) Meeting Minutes
September 5, 2008

Present: Clement Lam, Stephanie Kashima, Mary Ashley, Daniel Peck, Tracey Ward, Monica Rivas and Carol Qazi, Note-Taker

Stephanie Kashima: Reported that the Academic Senate had approved the PRC forms. Some programs, she said, also claimed they weren't told about program review.

Mary Ashley responded that everybody got an email containing the forms sent to "All Mission Users" as well as an "overview guide" that Mary sent out to give the campus community the "big picture" of Program Review. Additionally, Mary said, users needed a "step-by-step" guide for completing the program review from and a timeline. Mary also went on to describe the "time crunch" that the PR Committee and the departments were under to get program review underway this semester.

Daniel Peck went on to say that Jim Wilczak, the Dean of Instruction, was concerned about the three week turn-around time for First Year programs and departments.

The group was in agreement that three weeks was the only possibility, given the need to get program review underway for WASC. GAP has to approve the reviews between 12/1/08 and 12/15/08 in order to get the reviews approved.

Mary then asked the PR committee if we as a group approved the PR Forms and the answer was "yes."

Daniel Peck recommended two minor changes: 1) Changing the font size and 2) in the Instructions, Part 3, rewording it so that Student Services could also use the forms. Daniel had done this already.

Stephanie Kashima commented that her concern was that the forms could be done but how would the review of them take place? She suggested that a rubric be developed, and the Committee agreed.

Mary then talked about the work that laid ahead in getting the various shared governance groups moving on PR. Some discussion followed on how to format the forms so that they would be "word processing friendly." The group also felt that it was necessary to get the work of the Committee on "Inside Mission College" on the College's webpage, and Daniel reported that Ken Oda, the Webmaster, was working on this.

The committee agreed that the materials and suggested Timeline for review was ready to present, and that the PR Committee encourage the various shared governance groups to read the reviews *outside* of meeting times so that the groups could get through their workloads.

Mary and Daniel stated that they believed vocational programs needed their own guide. Daniel also said that getting data from off-campus resources takes time but that he knows where to find the statistics.

Mary stated that she would type up a Timeline for the following week. Daniel said that he could develop a Power Point template for when the departments and programs needed to present

their reviews. Mary suggested that the PR Committee send a committee member to each shared governance group to inform them of the PR process and answer any questions.

Stephanie said she would send out a link to the State Senate website so that the PR Committee could see how other colleges had done their PR. She also said she would ask Angelica Bangle at West Valley for a copy of WV's Program Review forms.

The group agreed that the "Core Goals and Values" Document and the EFM&T Reports should be the basis of the program review process.

Mary stated and the Committee agreed that a four-year rotation for program review might be too long. Daniel suggested that there be a "lite" version of program review for all departments and programs that might otherwise not work on program review until Year 4. He suggested that, at least, a form be filled out.

Daniel promised he could provide all programs the data. He stated they need to at least lay out their goals because the program review process must be tied to the budget, as required by WASC.

For Student Services, there are certain problems because of a lack of data. Mary interjected that actually, Student Services might be better off than other areas because it had done its goals two years ago and had already updated them. Mary said Student Services had a bound version of its goals, prepared by Jim Bracy (former Interim VP of Student Services).

Mary started a discussion about how the PR Committee needs to work with CBAC.

Daniel said that on the PR Instructions, links as to *where* programs and departments could find documents would be essential. Mary said she would start looking for sample evaluation rubrics. Stephanie and Daniel agreed that there needs to be a college-wide yearly survey of services with rotating questions plus some "core questions."

The committee was concerned about the District's evaluations although Stephanie expressed the opinion that it was actually District Council's and Trustee's responsibility to be concerned about that.

Tracey Ward was named the PR Committee's Vice Chair and the meeting concluded.

Mission College Program Review Committee

Agenda – 9/12/2008 – 9:30-11:30 AM

1) Review of Instructions ROUGH draft
2) Calendar and planning for the open session for Year One Groups (September 19 or 26, 2008)
3) Creating a base rubric to take to shared governance groups for review
4) Linking Program Review to CBAC
5) Process discussion – (What do we do once the forms are turned in to us?)
6) Proposals for adjusting the 4-yr rotation
7) Planning tasks groups to start looking at next year
8) Accreditation Planning Items, our responses
9) Ideas for future years - changes
10) Meeting times (Basic Skills meeting next week – October Manager's Training)

Program Review Committee (PRC) Meeting Minutes
September 12, 2008

Present: Clement Lam, Stephanie Kashima, Mary Ashley, Jim Wilczak, Tracey Ward, Monica Rivas and Carol Qazi, Note-Taker

Mary began by saying that Ken Oda, the MC Webmaster, suggested that the PR Committee write a "charge statement" for the webpage. A "charge statement" would be the, "Why are we doing this? What is the Committees' 'charge.'"

Timeline for Year 1: Mary said that she thinks it is possible to follow the timeline for Year 1, but there are twenty programs for Year 1, and Year 1 is an "easy year." Stephanie responded by saying that she felt the various shared governance groups needed to form subcommittees because she thought it would be too much for the entire group to review all of the reviews put before it in such a limited amount of time. She continued that if the average shared governance committee had 15 members, and they divided 20 program reviews, that would be about 3 reviews per subcommittee. If there were rubrics for the reviews, that would make the process even easier. The shared governance committees could just check off and give points to each review. She also suggested that the PR Committee provide feedback forms so the shared governance committees could comment on the ease or lack of ease in doing the reviews.

The PR committee then considered whether the various shared governance groups such as GAP, CBAC, Student Services, etc., could do their reviews in three weeks. Some groups such as Student Services only meet bi-weekly. Stephanie suggested that the groups meet weekly in order to get their evaluations done.

Mary suggested putting a cover sheet so that each shared governance group could look for those parts that concerned them in the program reviews. Again, this would save time. An example was that the Facilities and Safety Committee would be looking for certain things in a program or department's review of itself.

Stephanie followed by saying that if the committee can narrow the score for the groups, it will be better although some committee members will surely look at the reviews in their entirety.

The committee noted that GAP will have to look at the reviews two times in three weeks. However, if GAP members look at the reviews between meetings, it will be possible.

Clement wanted to know if there was a "fall back" plan, given the aggressive timeline. Mary said there is not fall back plan for Year 1 because the work has to be done for WASC. She said the PR committee will have to work week-ends, especially the weekend of October 10, so that it can look at the reviews between Friday and the following Wednesday. By December 14, the PRC has to write about the work it has done because this is due by the end of January. The committee agreed that there can be no "give" on the timeline.

The PR Committee needs to meet with CBAC on how to link the program reviews with budget.

Mary said there should be an open session on the 19th or 26th of September for all programs that want some coaching from the PR committee. It was agreed that this "Brown Bag" will be held from 12-2 pm on September 26th in the Child Development Center. The PR Committee will still meet on that day, given the workload before it.

Rubrics: Three samples were handed out. Committee members gave their opinions of the samples. It was agreed that Stephanie will work this weekend on a draft rubric for Mission and Tracey will work on the formatting. Monica said she would function as the "reviewer." Mary said she would contact the chairpersons of the shared governance committees to get their "on board" and to schedule time during their meetings in late September.

Linking program review to CBAC: The committee discussed what its purview is with respect to linking program review with CBAC. It was agreed that the PR committee can only "lightly nudge" or make recommendations to CBAC. Jim said the PR information should also be included for the Academic Senate and Division Chairs when making decisions on faculty allocation.

Mary said she'd go to CBAC with some open-ended questions, such as asking ~~it~~ what ~~it~~ CBAC members thought should be a model for creating the connection between Program Review and funding. She was sure that CBAC members already have ideas about this, but the PR committee could also make suggestions to get moving on this aspect which is required for Accreditation.

4-year Rotation of Program Review: Jim stated that he thinks the current 4-year rotation that is suggested will not be acceptable to WASC. He suggested two alternate plans:

That this year be a "pilot," but have every other department do it next year and THEN go to 4-year rotation.

That we go to 4 semesters rather than 4 years, for the first two years, then go to the four year rotation model.

The committee stated that it liked Plan #2. The discussion that followed related to Student Services, which is sometimes "light" on data in some of its areas such as International Students. Jim responded by saying that in such a case, the program would give "improvement in data collection" as one of its goals. He also stated it might be useful for the programs that have already started on their program review to report on how much time it is taking them. Stephanie clarified by saying that right now, we cannot predict how much time it will take, so we have to ask the "reviewees" how much time it is taking.

The committee then adopted the 4-semester rotation although this will have to be approved by the Academic Senate first.

Concerns about workload followed and that some faculty members participate more than others. The committee said that, "Everybody has to get involved to get through the workload."

Process: The PR committee needs to first clean up the drafts as they start to come in. A checklist for review was suggested. The PR committee is responsible for completeness not content. Mary reminded the committee that it will do a lot of this work electronically through email. The PR committee will also make the forms "look pretty" before sending them on to GAP. The PR committee felt that not all groups are represented on this committee and should be.

Instructions: It was reported that Tim Karas suggested that there be a form to link the two separate forms required for programs that bridge Student Services ~~responses to the~~ and Instruction. Danny Nguyen said he would continue discussions with Dan Peck and the President's Council on their suggestions for how to conduct a Program Review for Administrative programs.

Jim suggested feedback forms so that the departments can tell the PR committee what was easy and what was not.

Accreditation Items: Stephanie presented to the committee some of the items on the Accreditation report. She said the school needs to "annually review the *Core Values and Goals* and mission statement." The discussion that followed was about whether this could or should be "blended in" with program review. Mary expressed the opinion that perhaps this would be done in the Spring after the program review reports were in. GAP approves the final version of the mission statement. The committee wondered whether the Program Review Committee should be the "locus" of this, getting input from the shared governance groups before sending the suggested changes to GAP. Jim responded by saying that WASC is concerned about whether the review and changes to the mission statement are "institutionalized" for once-yearly review. He said it is really GAP's purview to decide how it will review the *Core Goals and Values* document. In other words, it "needs to be on somebody's docket."

Stephanie said she would speak to Rachel Lowenberg, saying that, "The PR Committee is willing to assist on a limited basis during the first two years."

Stephanie said Accreditation's second remark was that all programs need to *regularly* review their curriculum. Jim clarified this by saying curriculum does not need to be changed yearly but just reviewed, and each department would submit a schedule of when it will review its curriculum. He also said that the departments would work with the Curriculum Committee on this.

The next discussion was about SLOs or Student Learning Outcomes. Who has the ownership of SLOs? It was reported that the two faculty members heading the Curriculum Committee expressed the opinion that they were not trained in SLO evaluation. Jim stated that Articulation Officers make sure the curriculum is linked to transfer requirements. He said that at West Valley, there is a person who is in charge of the SLOs and makes sure they are linked to the curriculum. The PR committee is only responsible for making sure that the SLOs exist and not more than that.

But if the SLOs do not belong to the Curriculum Committee, where do they get housed? Stephanie felt that perhaps the Basic Skills Committee, that will meet on September 26th, will work on that.

Next meeting: September 19, from 12:00-2:00. Agenda items will include writing the “charge statement.”