

Minutes

Academic Senate Meeting

February 25, 2016

Present: Daniel Anderson, Barry Andrews, Jeffrey Archibald, Maria Betancourt, Chris Briggs, Jared Burton, Holly Cannon, Kate Cannon, Danny Cantrell, Scott Childress, Joe Denny, Tim Engle, Scott Guth, Tony Henry, Jennifer Hinostroza, Jaime Hooper, Tiffany Kuo, Luisa Howell, Eric Kaljumagi, Jenny Leung, Regina Martinez, Rasool Masoomian, Jean Metter, Beta Meyer, Dana Miho, Amy Nakamura, Bao-Chi Nguyen, Bruce Nixon, Julie Perez-Garcia, Martin Ramey, Eloise Reyes, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Chan Ton, Janet Truttmann, Liz Ward, Shari Wasson and Dan Wheeler  
Absent: Robert Augustus, Sun Ezzell, Marlene Gallarde, Dan Garcia, Lance Heard, Erica Ledezma, Charis Louie, Billie Lynes, Richard Myers, Paul O'Brien, Bob Perkins, Tyler Trull, Rebecca Walker, Shelby White, Iona Uiagalelei, Chisato Uyeki and Tina Ziolkowski

I. Call to Order: The meeting was called to order at 11:22 a.m.

II. Consent Agenda:

A. Approval of Minutes of December 3, 2015

B. ACUPCC Implementation Committee Appointments: James Stone (Chair), Chris Briggs, Kamran Golestaneh, Chisa Uyeki C. Scholarship Committee Appointment: Jaishri Mehta

*A motion to approve the Consent Agenda was made, seconded and approved unanimously.*

III. Public Comment: Next week is Puttin' on the Hits. Please attend or buy tickets for students to attend. Also, donations are welcomed.

IV. Officer Reports

A. President:

1. Academic Mutual Agreement Council – The committee met on January 11 and discussed the following:

- a) Resolution 15-06 Support for the CCCCCO Task Force on Accreditation Report – The resolution was accepted.
- b) Coordinators for 2016-18 – The candidates were examined and discussed. The VPI asked for further clarification of the TPI job description, and a separate meeting to continue the discussion.
- c) Study Abroad – After discussion on how to proceed with the program, the VPI committed to speaking with the President to explore options. These would include the backfill necessary to send one Mt. SAC professor to teach through the AIFS consortium each year.
- d) Faculty Retirements – Given the announcement of two additional retirements, the administration was asked whether they wish to hire to the next position on the approved list or replace the position with a new hire in the same area. The VPI will speak to the President on the issue.
- e) Block Schedule – After discussing requests to add new blocks the VPI asked the Senate to submit a set of specific proposed changes.

- f) Earthquake Drill – A drill will be held on March 17, which will practice the evacuation of one-quarter of the campus. The buildings to be evacuated will be publicly identified beforehand.

The meetings set for February 8 and 22 were cancelled. The next meeting is scheduled for February 29.

2. Accreditation Steering Committee: The committee has not met since the last report. The first meeting of the semester will be on March 4.
3. Budget Committee: The committee did not meet over the winter break. The first meeting of the semester will be on March 9.
4. Equivalency Committee: The committee has not met since the last report. The first meeting of the semester will be on March 28.
5. Institutional Effectiveness Committee: The committee met on December 9 and discussed the following:
  - a) Review of VP PIE Summary drafts – Drafts of each workgroup’s draft summary was circulated for critiques. The workgroups were tasked with finalizing their revisions, based upon the critiques, by January 8.
  - b) Institutional PIE Form – the form was reviewed and approved. It is similar to existing PIE forms.The first meeting of the semester will be on March 9.
6. President’s Advisory Council: The committee met on December 9 and discussed the following:
  - a) ITAC Update – The revision of the Technology Master Plan is completed. Will ask for feedback and then bring to PAC. AP 3720 (Computer Use) will be revised in spring. Switchover to Aruba (from HP wireless) in process. Switch to Luminis version 5 will occur on December 16, 2015. Currently offering multiple sections of three courses in Canvas.
  - b) Institutional Review Board (IRB) Quarterly Report – A detailed summary of both authorized and rejected study projects was presented. The group noted that it is trying to stay away from authorizing medical studies, which are normally performed at universities.
  - c) EEO Plan Review – The changes to regulations, and how the plan incorporates them, was reviewed. The next step will be revising the relevant APs and BPs.
  - d) Purpose and Function Statement Review – The forms for the ACUPCC and the Professional Development Council were presented. The former was accepted, noting that the faculty members must still be appointed by the Academic Senate. The PDC statement was not finalized, pending revisions requested by Stacey Gutierrez.
  - e) Mission Statement – An update was given, indicating the statement’s approval by the Senate.
  - f) BP 3700 & AP 3700 – Presented and pulled for review by the Faculty Association.
  - g) AP 3656 Smoking on Campus – The latest revision adds e-cigarettes to the prohibited list, as well as a definition. The item will be considered for a second reading at the next session.

The committee next met on January 27 and discussed the following:

- a) BP 3225 and AP 3225 Institutional Effectiveness – A new BP and AP were presented. The impetus is a recommendation from the CCLC to have policies and procedures delineating college goals.
- b) BP 3430 and AP 3430 Prohibition of Harassment – The revision adds unpaid interns and volunteers to the policies and procedures.
- c) BP 3500 and AP 3500 Campus Safety – A revision was introduced which adds the campus safety plan and a reference to ACCJC standard III.B.1. It will be brought back for a second reading.
- d) BP 3700 and AP 3700 Social Media – The versions approved by the Senate were examined, and minor edits made. They will be brought back for a second reading.
- e) BP 6250 and AP 6250 Budget Management – The versions approved by the Senate were examined, and minor edits made. They will be brought back for a second reading.
- f) BP 6200 Budget Preparation - The version approved by the Senate was examined and approved with no changes.
- g) AP 3515 Reporting of Crimes – A new AP (to complement a BP on the subject) was reviewed. After multiple changes were identified it was decided to return the AP to the author for further revisions.
- h) AP 3656 Smoking on Campus – A new definition that includes e-cigarettes was added. After discussion it was decided that the document needed further revision before final approval.
- i) AP 4102 Career and Technical Education – New AP recommended by CCLC. After discussion it was decided that the document needed further revision.
- j) AP 5015 Residency Determination – The proposed revision commits the college to publishing the residence determination date and a summary of the rules and regulations in the college catalog.
- k) Outdoor Bottle Refilling Update – The designs and locations of the 15-16 refilling stations were reviewed, as well as the plan to introduce them in three phases. Several suggestions were made.
- l) Solar Project Update – A hearing was held the previous week which allowed Mt. SAC to move forward with the project. However, subsequent actions have since delayed the project once more.

The committee next met on February 10 and discussed the following:

- a) BP 3430 and AP 3430 Prohibition of Harassment – Both items were approved.
- b) BP 3500 and AP 3500 Campus Safety – Both items were approved.
- c) BP 3700 and AP 3700 Social Media – Edits were called for to address concern over the phrase “publicly accessible” as well as a paragraph that was inconsistent with a recent Supreme Court ruling. The items will be brought back with the edits.
- d) BP 3225 Institutional Effectiveness – The new BP was edited and approved.
- e) AP 3255 Participation in Local Decision-making – Several updates to the committees listing were called for. The item will be brought back for further editing.
- f) AP 3656 Smoking on Campus – A new e-cigarette definition from the Health and Safety Code was added. The item was then approved.
- g) AP 5015 Residence Determination – The item was approved.

7. Management Screening Committee Appointments
    - a) Special Projects Manager, Preventative Maintenance - An all faculty call was sent out on December 3 for faculty to sit on the screening committee. No faculty responded. Dan Smith appointed himself, and served on the committee.
    - b) Manager, Construction Projects - An all faculty call was sent out on December 3 for faculty to sit on the screening committee. Michelle Shear responded, and was appointed.
    - c) Assistant Director, Financial Aid - An all faculty call was sent out on December 11 for faculty to sit on the screening committee. Clark Maloney responded, and was appointed, but was forced to resign due to schedule conflicts.
    - d) Associate Dean, Library and Learning Resources - An all faculty call was sent out on January 5 for faculty to sit on the screening committee. Four responded. LeAnn Garrett and Michelle Sampat were appointed.
    - e) Associate Dean, Student Success and Equity - An all faculty call was sent out on January 21 for faculty to sit on the screening committee. Four responded. Jeff Archibald and Tony Rivas were appointed.
  8. Committee Positions Available: There are several openings for volunteers to serve on campus committees/councils via Senate appointment, including Basic Skills Coordinating, Educational Design, Equivalency, Information Technology Advisory, Outcomes, Scholarship, Student Preparation and Success Council, and Web Advisory Board. For more information or to volunteer, contact Dan Smith.
  9. Task Force Updates
    - a) AP 7120 Revision – Has met three times. Will next meet on March 1.
    - b) LGBTQ – Has met several times. Should be ready to report soon.
    - c) Reassigned Time - Has met several times. Should be ready to report soon.
    - d) Workforce Report – Met several times during winter session. Should be ready to report soon.
    - e) Noncredit, Continuing Education and Community Education – Report submitted February 17.
    - f) Sustainability – Chair appointed.
    - g) Learning Communities – Co-Chairs appointed.
- B. Vice President: See written report.
1. Flex Day Spring 2016: Spring Flex Day was February 19. Jeff thanked all those who attended and presented. Registration was exceptionally strong, up significantly over last year. Nearly 150 participants registered for the opening session with approximately 175 people showing up to attend the session. The first breakout sessions had nearly 200 participants registered, with several expanding capacity to accommodate waitlists. Special thanks to the Faculty Association for providing lunch.
  2. AACC Pathways Project: From February 4-6, Jeff Archibald attended (along with Drs. Scroggins, Malmgren, Yamagata-Noji, and Trustee Chen-Haggerty) the first institute for the AACC Pathways Project in San Antonio. The

Institute provided an overview of the philosophy and impetus behind structured pathways for students and gave the College team time to work on a short-term action plan to begin the work on campus. The Pathways Project promotes a philosophy that operates on a couple of basic ideas: 1) students easily get “lost” among a myriad of choices in careers, programs, courses, and services that confront them in the current community college system; 2) students who have structured guidance into a pathway along with comprehensive support services makes them more likely to make informed choices about their education and achieve their educational goals. Mt. SAC has done a tremendous amount of work to put students on guided pathways and support them already. There will be more work, of course, in the years ahead. Some of the areas where the College *might* focus attention in the upcoming work will be: examining the basic skills sequences and time to completion, revisiting the application of multiple measures for placement, contextualizing basic skills to provide students a connection to their projected career path, scaling up some of the specialized support services we have, creating a more comprehensive on-boarding and first-year experience for new students to prepare them for college, beefing up our follow-up services to help students stay on their pathways, and exploring how to help students make the best general education choices for their intended majors/programs. The Pathways Initiative will be rolled out to the campus over the next year with opportunities for faculty to participate, ask questions, and receive information. More information will be forthcoming to the campus and to faculty. The next Pathways Institute will be in April in Washington, DC and will allow us to send two additional faculty to participate in the activities. The Educational and Student Services Master Planning Summit on May 13 will be dedicated to the Pathways Initiative and represents a great opportunity for faculty to ask questions, brainstorm, and participate in the College’s work. Finally, the core team has discussed building the fall opening meeting and several flex day activities in August around doing pathways work. If you would like to discuss the Pathways Initiative or have questions or comments regarding it, please don’t hesitate to contact Jeff Archibald or Scott Guth.

V. Legislative Liaison Report: No report.

VI. Faculty Association Report:

- A. Contract Availability: The electronic version of the contract is now available at <http://www.msac-fa.org>. Print versions are available at the FA office as well as each division should have a printed copy for review.
- B. Reopener Negotiations: Reopener negotiations have begun with the District, and the third negotiation session is scheduled for 26 February. Negotiations are expected to continue throughout the Spring semester.
- C. FA Elections: The Faculty Association Representative Council will have its first spring meeting on Tuesday, March 1. At tis meeting, the Representatives will be voting on a resolution of concern regarding a campus police department. In addition, nominations for the 2016-17 FA Executive Board will be opened. Available positions are Vice President (1 year term), Treasurer (2 year term), Secretary (1 year term), 3 FT Directors (2 year term), and one PT Director (2 year term). Also available will be 6 Adjunct Representatives at Large to the Rep. Council, 3 Service Center One Representatives, and 4 NEA delegates to the 2017 convention. These last three all have a term of 1 year.

- D. Puttin' on the Hits (POTH) 2016: POTH tickets are now available online at <http://www.4tix.org>. Two shows will be offered this year: Friday, March 4 at 7:30 p.m. and Saturday, March 5 at 7:00 p.m. Please purchase tickets for this important (and fun) fundraiser. Proceeds fund the FA Student Achievement Fund, which has offered cash awards to Mt. SAC students for seventeen years! Donations may also be made directly to the Faculty Association Student Achievement Fund through the FA office.
- E. CCA Winter and Spring Conferences: Fourteen faculty attended the CCA Winter Conference in Manhattan Beach this past weekend. The CCA Spring Conference/W.H.O. awards will be held April 15-17 at the Costa Mesa Hilton. There is still one space available for the Spring conference, and attendees can expect to get a better understanding of the current issues being worked on by our union at the state level. If you are interested in attending the Spring Conference, please contact the FA president at [kaljumagi@msac.edu](mailto:kaljumagi@msac.edu).
- VII. Associated Students Report: No report.
- VIII. Council Reports:
- A. Curriculum & Instruction Council Report: None.
- B. Student Preparation & Success Council: None.
- C. Professional Development Council Report: See written report.
1. There are over \$38,000 in conference and travel funds still available for faculty conference and travel by July 1, 2016. This is available to all faculty. Travel maximum per fiscal year is \$1,500 per person.
  2. For those who attended a conference in 2014-15 or 2015-16 with approved conference and travel funds, Professional Development is asking that they submit reimbursement requests by April 2016 in order to ensure they are reimbursed. The funds available to reimburse travel are encumbered, but need to be claimed in a timely fashion. If unclaimed, they will return to the campus operating budget, and no reimbursements will be possible from Professional Development.
  3. A faculty professional development survey is being conducted through email and Qualtrix. Please take 5 minutes and complete this survey. FPDC will generate a 2-year Professional Development Plan based on this survey.
  4. Lynda.com training is available free of charge to all faculty and employees through the Mt. SAC portal. Included is training on software applications, customer service and leadership training, among other topics.
  5. Salary Schedule Credit is currently granted for on-campus training. This will change in June 2016. All on-campus training taken prior to June 2016 will count towards salary schedule credit; but future training will primarily be based on graduate level coursework approved through the Salary and Leaves Committee. Forms to gain approval of graduate coursework need to be submitted prior to taking the coursework. These are available through the Instruction Office.

6. The Professional Development interim manager is Lianne Greenlee. Stacey Gutierrez will return in May, 2016.  
Lianne can be reached through the POD office (x4504) or the POD secretaries (x 5813, Maria Cardenas; x 5816 Brenda Dial) and student workers. POD is not currently using the x 5810 for messages; please do not use this line until Stacey Gutierrez returns.

IX. Action:

- A. Resolution 15-05 Creation of CTE Liaison Position

*A motion to approve was made and seconded. A discussion occurred and the motion passed unanimously.*

- B. Resolution 15-07 Support for Department Chair Compensation.

*A motion to approve was made and seconded. A discussion occurred. A motion to substitute the original motion to approve this resolution by acclamation was made and seconded. The approval by acclamation was unanimous.*

X. Discussion:

- A. Resolution 15-08 In Opposition to External or For-Profit Honors Programs (Contact: Jeff Archibald x5434):  
This item was discussed.
- B. Community College Survey of Student Engagement (CCSSE) administration (Contact: Dan Smith x5436):  
This item was discussed.

- XI. Information/Announcements: On March 10, nominations open for the following officer positions (President, Vice President and Secretary) and Directors. Those nominations will close at the following meeting. The Senator-at-Large elections will occur after that. Two of the five Director and Senator-at-Large positions will be up for election. Anyone interested in running can talk to the officers if they have questions or would like insight. There is reassigned time available for the officer positions but not the others.

An orientation follows for new Senators.

- XII. Adjournment: 12:33 p.m.