



Minutes

Academic Senate Meeting

November 10, 2016

Present: Barry Andrews, Jeff Archibald, Holly Cannon, Scott Childress, Tim Engle, Sun Ezzell, L.E. Foisia, Vicki Greco, Lance Heard, Jennifer Hinostroza, Jaime Hooper, Tamra Horton, Luisa Howell, James Hutchinson, Eric Kaljumagi, Fred Kobzoff, Tiffany Kuo, Jenny Leung, Patricia Maestro, Regina Martinez, Jean Metter, Beta Meyer, David Mirman, Bruce Nixon, Serena Ott, Martin Ramey, Eloise Reyes, Karla Rivas, Kelly Rivera, Linda Rogus, Dianne Rowley, Michelle Sampat, Michael Sanetrick, Michelle Shear, Joan Sholars, Lina Soto, Chan Ton, Janet Truttmann, Liz Ward, Shari Wasson, Samuel Wolde-Yohannes, Abby Wood

Absent: Roxan Arntson, Robert Augustus, Matthew Burgos, Jared Burton, Kate Cannon, Scott Guth, Tony Henry, Charis Louie, Martin Mason, Dana Miho, Donna Necke, Robert Purcell, Liesel Reinhart, Hector Sanchez, Chisato Uyeki, Stephen Villasenor, Shelby White, Tina Ziolkowski

Guests:

- I. Call to Order: The meeting was called to order at 11:25 a.m.

Motion to add resolution 16-08 to the agenda for immediate action and seconded. Discussion. Vote taken, motion carries. Resolution 16-08 becomes Action Item A.

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

- III. Public Comment:

Sun Ezzell, read the following statement: Yesterday many of us encountered students who are scared, confused, and feeling unsafe after the results of the presidential election. Many of our students who already experience lack of security in so many areas of their lives are now facing incredible uncertainty and lack of security based on their religion, gender, sexuality, immigration status, economic status, and access to health care. This morning, students in my writing class told their classmates that they don't want to be deported. Yesterday the LAMBDA club president said he had been contacted by LGBTQ students who are scared to come to school, and wonder if they will have to go back in the closet for their safety. I know that many of you have had similar experiences with your students... or will in the days to come.

Whereas "the mission of Mt. SAC is to support all students...in an engaging and supportive teaching and learning environment for students of diverse origins, needs, abilities, and goals;"

Whereas Mt. SAC holds equity and diversity to be one of its core values, and works to "respect and welcome all differences, and...foster equal opportunity to succeed throughout the campus community;"

Whereas "standards or policies regarding student preparation and success" are part of the Senate's 10 +1,

I believe we need to work together to address the campus climate for students who are fearful and address the coming challenges to students who face discrimination, violence, hate speech, loss of health care, and deportation.

I will be emailing Dr. Scroggins, the VP of Student Services, and the Director of Student Life asking them to consider reaching out to the campus with assurance of our commitment to diversity and a safe learning environment as well as information about campus support for students facing a wide variety of concerns due to the results of the election.

I hope you will join me.

Sun Ezzell

** Thanks to Chisa Uyeki for much of the language in the first paragraph.

Eric Kaljumagi also commented that the Academic Senate has a role to play along with Faculty Association, CCA, and CTA. CCA and CTA will be offering conferences to learn how to advocate for various representatives, focus on board elections, and be more involved in the political process. Members of Service Center One did precinct walks during these elections. If you want to learn more about the political process there are CTA and NEA trainings that teach about the political process and how to be involved.

IV. Officer Reports

A. President:

1. Academic Mutual Agreement Council

a) AMAC met on October 24 and spent the meeting compiling the faculty prioritization list. The following are the 30 positions prioritized by AMAC:

- (1) Animal Science
- (2) Communication
- (3) Manufacturing
- (4) Mathematics
- (5) Photography
- (6) American Language
- (7) Japanese
- (8) CIS (Programming/Database)
- (9) Architecture
- (10) Mathematics
- (11) Biology (Majors)
- (12) Sociology
- (13) DSPS Instructional Specialist – Math Emphasis
- (14) Fire Technology
- (15) Fine Art – Illustration and Drawing
- (16) Psychology
- (17) Chemistry
- (18) Television and Film
- (19) DSPS Instructional Specialist – Speech Pathologist
- (20) Kinesiology/Men's & Women's Assistant Water Polo, Swim & Diving Coach
- (21) Child Development
- (22) Registered Veterinary Technology
- (23) Biology (Non-Majors)
- (24) Spanish
- (25) Library, Student Equity and Outreach
- (26) American Sign Language
- (27) DSPS Instructional Specialist – Writing & Technology
- (28) History (US/Latin America/History of Mexico)
- (29) Physics
- (30) Nursing

b) In the most recent Cabinet notes, the President has authorized hiring the first 13 positions on the list.

c) AMAC will next meet on November 14.

2. Accreditation Steering Committee

a) At the October 26 President's Advisory Council meeting, I signed the accreditation self-study report in preparation for it to be sent to the publisher.

b) The committee met on November 4, but I was not able to attend due to Plenary.

3. Equivalency Committee

a) The committee met on October 24 and discussed the following items:

- (1) Approved equivalencies from CIS, Geography, and Anthropology each with minor wording tweaks
- (2) Returned an equivalency for EMT to the department for further revisions.

b) The committee will next meet on November 28. Departments wishing to have their equivalencies considered this semester must submit them by November 21.

4. Institutional Effectiveness Committee
 - a) IEC met on October 26 in a joint meeting with the Budget Committee and discussed the following items:
 - (1) IEC provided a report on the Institutional PIE process and an update on pending changes to PIE forms and process.
 - (2) Budget Committee provided the new Budget Review and Development Guide presenting guidelines, policies, and timelines for budget development.
 - (3) Both committees reviewed the integrated planning timeline for updates and improvements.
 - b) IEC met as part of Expanded PAC on November 9. Details of this meeting will be in my next report.
 5. President's Advisory Council
 - a) PAC met on October 26 and discussed the following items:
 - (1) The accreditation team presented the College's self-study report for signatures by constituency group leaders.
 - (2) The anti-bullying task force provided an update and a draft of a campus-wide survey to gauge awareness and frequency of bullying behaviors. There was much discussion about the survey, and it was agreed to return the survey for more tweaking before deployment.
 - (3) An update was provided on the Educational and Facilities Master Plan Steering Task Force's first meeting and the timeline for the master planning process.
 - (4) AP 4024 Units to Contact Hour Relationship was accepted for information as it was approved by the Senate.
 - (5) AP 7352 Jury Duty Leave for Unrepresented Employees was approved.
 - b) PAC met on November 9 for the Expanded PAC meeting. Details of this meeting will be in my next report.
 6. Board of Trustees Meeting
 - a) The Board of Trustees met on November 9. Details of this meeting will be in my next report.
 7. Senate Task Forces and Committees
 - a) The Senate still needs an Executive Board member chair for the Senate Events Planning Committee. This committee is responsible for the Outstanding Awards process, the timeline for which is rapidly approaching.
 - b) The Senate also needs co-chairs for task forces on Assessment Preparation and Plan Integration. The Senate also needs chairs for the Sustainability in Senate Practice and Adjunct Integration task forces. Please consider chairing one of these task forces or recruit a Senator with experience to lead the effort. It is my goal to have the chairs appointed by the end of the semester.
 8. Management Screening Committees
 - a) A call for faculty volunteers to serve on the Director, EEO Programs screening committee was issued. Sara Mestas and Jeff Archibald were appointed.
 9. Michelle Newhart and Meghan Chen presented on Online Education Initiative (OEI), Canvas and other online tools available such as Vericite, and Cranium Cafe. (see attached handouts)
- B. Vice President:
1. Budget Committee
 - a) Budget met in joint session with IEC on October 26 to discuss ongoing alignment between the College's budgeting process and institutional planning. Members reviewed the new format of PIE which is housed within TracDat. The new format has many features that prior formats lacked, such as embedded ARGOS reports, etc., and promotes integration throughout the college of department, division, manager and unit PIEs. Budget unveiled the recently approved Budget Review and Development Guide. Budget meets next on Nov. 16.
 2. Dual Enrollment Joint Task Force
 - a) This task force met on Oct. 27 and Nov. 4. The Task Force discussed AB 288, the legislation that promotes dual enrollment programs between local high schools and community colleges. The task force also heard a report from the pilot project taking place at Diamond Ranch High School with the ENGL 1A class and suggested amendments to BP 5010 that, among other things, reiterates the Senate's role in shared governance. Consistent with BP 3255, Participation in Local Decision Making, the revised BP would require the college to consult with shared governance groups as it establishes its dual enrollment procedures. A similar resolution was passed at Plenary by ASCCC. The task force continues to meet weekly through Dec. 15 to prepare a draft BP/AP for the college and to look at the requirements that should be drafted into any MOU the college intends to use when negotiating with high school districts. The task force is comprised of management (Executive VP, Instruction;

Associate Dean of Business; Dean of Enrollment; Director, Assessment and Matriculation); faculty – including faculty from the CTE area, Math and English; and representatives from the Faculty Association and Senate.

3. ASCCC Equity and Diversity Action Committee
 - a) I participated in a conference call on Oct. 24th to discuss work on the committee's strategic plan and research into developing practices that help promote diversity in hiring among local colleges. The group is also weighing in on several resolutions that impact our work in equity and diversity, including but not limited to working with the Chancellor's office to develop effective practices for achieving improvements in these areas. We meet Nov. 15 to discuss rolling out focus groups across the state to increase diversity in faculty recruitment and on the 21st in Santa Rosa to work on the strategic plan. If you have any interest in assisting our efforts, particularly with the focus groups, please contact me at mramey2@mtsac.edu.
4. Associated Students Leadership Panel
 - a) I attended the AS' Leadership Panel on Sunday, Oct. 30th at the UCLA Conference Center in Lake Arrowhead along with Dr. Scroggins, Dr. Malmgren, Dr. Yamagata-Noji, three of our Trustees and approximately 50+ students.

V. Legislative Liaison Report: No report.

VI. CTE Liaison Report- No report.

VII. Noncredit Liaison Report - No report.

VIII. Faculty Association Report:

A. 2016-17 Contract Ratification

1. The results are in! Faculty Association members have ratified the changes to the FA Contract by a vote of 178-21 (89%). These contractual changes were then ratified by the District at yesterday's Board of Trustees meeting. I will very shortly send out an email that explains when each item will go into effect, as some changes are retroactive and some are not.

B. FA Representative Council

1. The representative Council has approved an Adjunct Faculty Task Force, which will determine the needs and interests of adjunct faculty with regard to their union. In addition, the Council voted to ask the National Education Association for assistance in reaching out to our (mostly adjunct) nonmembers. Further Council action modified the FA Student of Distinction awards (doubled in number (8) but halved in value (\$250)) and adopted the 2017-18 elections timeline.

C. CCA Winter Conference

1. The CCA Winter Conference will be held from 24-26 February at the Westin Bonaventure in downtown Los Angeles. This conference is fully paid for (including parking airfare, hotel, and meals) by the FA and CCA and will once again bring together college faculty from many CA community colleges. There will be workshops on current issues, negotiation techniques, and coordinating bargaining strategies. Please contact the FA President at ekaljumagi@msac-fa.org by 20 January 2017 if you would like to attend this conference. Doing so is an excellent way to learn more about how our union works and how we work with CCA to advocate for you at the State level.

D. Puttin' on the Hits 2016 #2

1. Due to the college's upcoming accreditation visit, this year's version of Puttin' on the Hits will be in the Fall semester on 18-19 November 2016. This year's shows will be at 7:30 pm on 18 November and at 7:00 pm on 19 November. We hope you will join us. The FA will also accept tax deductible donations to the Faculty Association Student Achievement Fund (FASAF) from those that wish to support our work. Tickets may be purchased at the Mt. SAC Box Office or through www.4tix.org.

IX. Associated Students Report:

A. Open Senator Positions coming up (I will bring flyers next time, I apologize for the inconvenience):

1. Activities Senator (2)
2. Arts Senator
3. Cross-Cultural Senator
4. Finance Senator
5. Publicity Senator
6. STEM Senator (NEW POSITION)
7. One Student Court Officer Positions

- B. Currently revamping many of our Bylaws – Over the summer it was discovered that our bylaws contain many flaws, and therefore we have decided to undertake the task of fixing them this year.
 - 1. Thursday meetings will now be revamping days for our bylaws, tours will still occur, but the primary focus of each Thursday will now be to review our governing documents.
- C. Associated Students Organizational Directive Changes – Currently undergoing dramatic changes in positions, responsibilities and major updates on outdated positions.
- D. Major Senator Position Changes – Collapsing minor and outdated positions. Adding more necessary and dropping unnecessary Senator positions. Also trying to get more connected with divisions.
- E. Revamping Interview Method – Current Interviewing methodology is not usable or efficient, must be changed. I have taken the lead on this and have already created a new process going into effect hopefully this Tuesday.

X. Council Reports:

A. Curriculum & Instruction Council Report: **(November 3 & 10)**
November 3, 2016 Report

- 1. Committees:
 - a) Continuing Education - Minutes: None
 - b) Distance Learning - Minutes: September 13, 2016
 - c) Educational Design - Minutes: September 27, 2016 and October 4, 2016
 - d) Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
 - e) Equivalencies - Minutes: None
 - f) Outcomes - Minutes: May 31, 2016, Jun 7, 2016, September 6, 2016
- 2. Curriculum
 - a) Curriculum & Instruction: Action Items:
 - i. Distance Learning Committee Purpose and Function: Attached
 - b) Curriculum & Instruction Council Information Items:
 - i. Four-Year-Review and Outcomes Assessment (Implementation of AP 4020): Attached
 - ii. Courses Approved on Consent Agenda
 - a. AD 4 Issues in Domestic Violence
 - b. BUSA 8 Principles of Accounting - Managerial
 - c. CISB 21 Microsoft Excel
 - d. ENGL 75 Vocabulary Building
 - e. ENGR 41 Dynamics For C-ID aligning. Class size change requested from 36 to 24.
 - f. NURS 4 Maternity Nursing Class size change requested from 36 to 60
 - g. RESD 57B Special Procedures for Respiratory Care
 - h. R-TV 31 History of Radio DJs
 - i. THTR 14 Stagecraft
 - j. AGAG 1 Food Production, Land Use and Politics -
 - k. ARTD 20 Design: Two Dimensional
 - l. ELEC 10 Introduction to Mechatronics
 - m. ELEC 51 Semiconductor Devices and Circuits
 - n. ELEC 81 Laboratory Studies in Electronics Techno
 - o. MATH 120 Finite Mathematics
 - iii. Courses Reviewed and Approved
 - a. ARTS 31 Ceramics: Advanced Studio
 - b. HIST 3 World History - Prehistoric to Early Mod: On Review for Honors check
 - c. HIST 3H World History - Prehistoric to Early Mod: On Review for Honors check
 - d. HIST 4 World History: Early Modern to the Pres: On Review for Honors check
 - e. HIST 4H World History: Early Modern to the Pres: On Review for Honors check
 - f. MUS 13 Introduction to Music Appreciation: On Review for Honors check
 - g. MUS 13H Introduction to Music Appreciation: On Review for Honors check.
 - h. PHOT 10 Digital and Film Photography
 - i. PHOT 24 Advanced Digital Image Editing for Photo

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- j. ENGL 1C Critical Thinking and Writing: On Review for Honors check
 - k. ENGL 1CH Critical Thinking and Writing: : On Review for Honors check
 - l. AHIS 15 Culture and Art of Pompeii TOP code change from 100100 to 490310. Prerequisite changes from Eligibility for ENGL 68 to Eligibility for ENGL 1A
 - m. R-TV 32 Social Media in Broadcasting Added R-TV 17 as prerequisite. Title change
 - n. New DSPS IAEP Interacting with Authority and Emergency
 - iv. Approved: New Noncredit Courses
 - a. BSHS SPNS1: High School Spanish for Native Speakers: Native Spanish speakers have unique needs that are not met in a traditional Spanish 1 class.
 - b. BSHS SPNS 2: High School Spanish for Native Speakers: Native Spanish speakers have unique needs that are not met in a traditional Spanish 2 class.
 - v. Approved Deletions
 - a. POLI 30 California State and Local Government

November 10, 2016 Report

1. Committees
 - a) Continuing Education - Minutes: None
 - b) Distance Learning - Minutes: September 27, 2016
 - c) Educational Design - Minutes: October 11, 2016 and October 18, 2016
 - d) Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
 - e) Equivalencies - Minutes: None
 - f) Outcomes - Minutes: September 20, 2016 and October 4, 2016
2. Curriculum
 - a) Curriculum & Instruction Council Information Items:
 - i. Distance Learning Committee Purpose and Function: See Attached Handout
 - ii. List of Courses Not Offered Since 2010: See Attached Handout
 - a. IT ran this report in June 2016, so it may contain courses that have since been scheduled. If a course is on this list, but has been scheduled in the Summer or Fall 2016 terms or is being scheduled for the Winter, Spring, Summer, or Fall 2017 terms, please disregard this notification. If the course has been submitted for inactivation, please disregard this notification. If a course has not been offered and is not going to be offered, please submit a course inactivation through WebCMS. All active courses MUST have a completed outcomes cycle every 4 years. If departments are unable to conduct outcomes assessment, then the course should be inactivated. This notification commences the inactivation process as described in AP 4120. Departments have one year to schedule a course and complete an outcomes assessment cycle. Please contact Michelle Sampat at msampat@mtsac.edu or x6711 if you have any questions or special circumstances.
 - iii. Courses Approved on Consent Agenda
 - a. CISP 52: Mobile Device Programming
 - b. CISP 52L: Mobile Device Programming Laboratory
 - c. LIT 47: The Bible as Literature: New Testament
 - d. AD 9: Family Counseling
 - iv. Courses Reviewed and Approved
 - a. ARTC 160: Typography: ARTD 20 changed from a prerequisite to a corequisite. SAM code change from C to D.
 - b. PHOT 11A: Intermediate Photography: Formerly PHOT 11.
 - c. PHOT 14: Commercial Lighting: Advisory: Added PHOT 11B.
 - d. PHOT 12: Photographic Alternatives: Added PHOT 11A and 11B as Advisories
 - e. CHLD 66: Early Childhood Development Observation: Prerequisites removed: CHLD 10 and 10H. SAM code change from B to C.
 - f. ELEC 54A: Industrial Electronics: Changing recommended advisory from ELEC 51 to ELEC 50 A and 50B
 - g. PHOT 28: Photography Portfolio Development: Prerequisites added: PHOT 11A and 11B. Class size change requested from 24 to 20.

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- h. PLGL 35B: Law Office Technology: Title change. SAM code change from B to C.
 - v. Approved New Courses:
 - a. CHLD 79: 3 units. CAP alignment and submitted for CID. Added to Infant/Toddler Development Certificate. Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. Documentation of influenza, pertussis, and measles immunization and tuberculosis (TB) clearance as required by Senate Bill (SB) No. 792.
 - b. ARTD 48A: Added to Fine Arts AA in Printmaking category: Personal vision and concepts applied to the book form as contemporary art, the history and aesthetics of the development of letterforms, creation of illustrative imagery, and Gutenberg letterpress printing. Emphasis is on the integration of word and picture in a historic and contemporary context to create visual statements and social commentary through group projects involving analysis of artist book aesthetics, historical context, cultural traditions, vocabulary, technique, discussion, and oral and written criticism. Field trips may be required.
 - vi. Approved Deletions:
 - a. ARTD 44B: Printing: Intermediate Lithography
 - b. ARTD 46B: Intermediate Painterly Printmaking
 - c. CHLD 81: Current Curriculum Models in Child Development
 - d. CHLD 82: Advocacy in Child Development
 - e. CISX 94: Laboratory Studies in CIS
 - f. DSPS 15: Personalized Career Exploration for Students
 - g. DSPS 20: Improving Spelling and Reading of Words
 - h. GEOG 99: Special Projects in Geography
 - i. KINI 48: Wrestling
 - j. SOC 91: Service Learning for Sociology
 - vii. Approved Credit Programs:
 - a. Modification: Graphic Design Level 1: ARTC 160 added. ARTC 200 removed. No unit increase.
 - b. Modification: Fine Arts AA: Under Illustration, ANIM 167 was added. Under Printmaking, ARTD 44B and ARTD 46B were removed and inactivated. ARTD 48A was added. No unit change.
 - c. Modification: Children's Program: Administration: Removed CHLD 82 from electives. No unit change.
 - d. Modification: Photography Digital Technician: Eliminated ARTC 100 and PHOT 19. Added PHOT 26. PHOT 11 is being replaced by PHOT 11A. Added PHOT 11B. Units increased from 22 to 24.
 - e. Modification: Photography Level 1: Eliminated ARTC 100. PHOT 11 replaced by PHOT 11A. Added PHOT 11B. Units increased from 19 to 21.
 - f. Modification: Photography Level 2: Changes for Level 1 listed above. Changes for Level II: Eliminated ARTC 290 and PHOT 19. Units decreased from 35 to 34.
 - g. Modification: Photography AS: PHOT 11 replaced by PHOT 11A. Added PHOT 11B. Eliminated ARTC 100, ARTC 290, and PHOT 19.
 - viii. Inactivation:
 - a. Animation 3D and Gaming. A new certificate is replacing this one.
- B. Student Preparation & Success Council Report: The Council met on October 17 and Nov. 7 and discussed the following items:
1. Action: On Oct. 17, SP&S accepted changes to SSSPAC's Purpose and Function Statement. The Council also reviewed AP 3540, Sexual Assaults on Campus as well as policies from other colleges. Andi Sims and Jeff Archibald will review the existing AP for changes suggested by the President and propose a draft interim AP until the college has sufficient time to have all constituents consider other changes. On Nov. 7, SP&S approved of changes to the Basic Skills Coordinating Committee's Purpose and Function Statement as well as accepted changes to the membership only on the Student Equity Committee's Purpose and Function Statement.
 2. Information:
 - a. The delay in the Common Assessment Initiative is still unknown with the Chancellor's Office continuing to work on Multiple Measures (MM). Jim Ocampo, Director, Assessment and Matriculation, shared some data

regarding placements and success using MM for 2012. SP&S has asked for more recent data, and loos to receive that once Research has completed its accreditation work. On Nov. 7, Jim also shared the various questions used by English, AmLa, and Math in conjunction with written assessments to place students.

- b. SP&S discussed the need to review both BPs and Aps in the 5000 series and decided to proceed with us checking those posted against OnBase and collecting the statutory references to see if any need to be revised. We also discussed the practice of listing "Reviewed" on each of the documents on the college's website and agreed that the use of the term was ambiguous, in need of clarification. We will continue to discuss this at future meetings.

3. Future Topics:

- a. AP 3540 Sexual Assaults on Campus
- b. CCSSE and CIRP results
- c. Review of Multiple Measures usage
- d. BP 3930 Children on Campus

C. Professional Development Council Report: No Report

XI. Action:

- A. Resolution 16-08 In Affirmation of Faculty Support of Students *Motion to approve and seconded. Discussion. Vote taken and motion approved unanimously.*

XII. Discussion:

- A. Senate Meeting Times (Contact: Jeff Archibald x5436) *Motion to suspend the rules and vote on this today. Vote taken 26-6 in favor. Motion to approve to meet 11:30-1 beginning in Spring semester for full senate only, seconded. Motion to postpone until the next meeting and seconded. Vote to postpone until December 1st meeting, 20-15 in favor. Motion carries to postpone.*

XIII. Information/Announcements:

XIV. Adjournment: 1:04 p.m.