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Minutes

Academic Senate Meeting

September 1, 2016

Present: Barry Andrews, Jeff Archibald, Roxan Arntson, Robert Augustus, Jared Burton, Holly Cannon, Kate Cannon, Corey Case, Scott Childress, Tim Engle, Sun Ezzell, L.E. Foisia, Marlene Gallarde, Vicki Greco, Scott Guth, Lance Heard, Tony Henry, Jennifer Hinostrza, Jaime Hooper, Tamra Horton, Luisa Howell, James Hutchinson, Eric Kaljumagi, Fred Kobzoff, Tiffany Kuo, Jenny Leung, Charis Louie, Patricia Maestro, Regina Martinez, Beta Meyer, Dana Miho, David Mirman, Donna Necke, Bruce Nixon, Serena Ott, Robert Purcell, Martin Ramey, Liesel Reinhart, Eloise Reyes, Karla Rivas, Kelly Rivera, Linda Rogus, Dianne Rowley, Hector Sanchez, Michael Sanetrick, Michelle Shear, Lina Soto, Chan Ton, Janet Truttmann, Chisato Uyeki, Rebecca Walker, Liz Ward, Shari Wasson, Abby Wood

Absent: Matthew Burgos, Kwun Hung Cheung, Joe Denny, Erica Ledezma, Jean Metter, Bob Perkins, Michelle Sampat, Joan Sholars, Shelby White, Tina Ziolkowski

Guests: Kim Earhart

- I. Call to Order: The meeting was called to order at 11:21 a.m. *Introductions of all present.*
- II. Consent Agenda: *Item K was pulled and becomes action item. A motion to approve A-J was made, seconded and approved unanimously.*
  - A. Approval of Minutes of June 2, 2016
  - B. Student Preparation and Success Council Appointment: Sun Ezzell
  - C. Student Holds Task Force Appointment: LeAnn Garrett
  - D. New Faculty Seminar Task Force Appointments: Martin Ramey, John Pellitteri, Liesel Reinhart, Tania-Maria Anders, Roxan Arntson, Shiloh Blacksher, Jared Burton, Christine Cummings, Dana Miho
  - E. Social Justice/Ethnic Studies Degree/Curriculum Task Force Appointments: Kimberly Earhart
  - F. New Faculty Seminar Co-Coordinator Appointment(s): Martin Ramey and Liesel Reinhart
  - G. Fall 2016 Discipline Hearing Panel Faculty Appointments: David Yost, Ed Estes, Roxan Arntson, Deb Distant, David McLaughlin, Sara Mestas, Enriqueta Leyva, Bianca Lee
  - H. Basic Skills Coordinating Committee Appointment: Dana Miho
  - I. Educational Design Committee Appointments: Jared Burton, Karol Ritz
  - J. Sustainability Task Force Appointment: Jaime Uranga
  - K. Extension of New Faculty Seminar Task Force
- III. Public Comment: Kim Earhart from History and the new Pride Center Coordinator. Last year the LGBTQ task force made recommendations and one of them was to have a LGBTQ Pride Center. There are only 3 other community colleges in the nation that have centers. We are the 4<sup>th</sup>. Located in 26A-1630, the old study abroad space. Email will go out soon. Currently coordinating hours and opening ceremony in a couple of weeks. Please come and check out the space.
- IV. Officer Reports
  - A. President:
    1. Academic Mutual Agreement Council:
      - a) The council met on June 13 and discussed the following items:
        - (1) New Faculty Seminar – Concerns were raised about how best to handle 40-50 participants in NFS for 2016-17 and how to modify/enhance content to add some more discussion of equity. There was an agreement to convene a faculty task force, chaired by Martin Ramey, to look at ways to accommodate the large number of faculty and adapt the structure/content of the seminar (see below for more info).

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- (2) Art History Department follow-up – No further action was taken on moving the department pending the resolution of the hiring process.
  - (3) Sabbatical report retention – The Library, in need of space for collection development, has 20 years' worth of sabbatical projects taking up significant space. AMAC discussed options for digitizing existing reports and moving to a digital submission of future projects.
  - (4) BP 4100 Graduation Requirements for Degrees and Certificates – The item was discussed and agreed to be returned next time due to concerns about consistency with our AP on students returning who already possess bachelors' degrees.
  - (5) Recommendation to adopt Canvas LMS – The recommendation was accepted.
  - (6) Workforce Task Force Recommendations – The recommendations were received as an informational item.
  - (7) Resolution 16-05 In Support of Librarians and Improved Library Facilities – The resolution was accepted.
  - (8) Resolution 16-06 Creation of a Noncredit Liaison Position – The resolution was accepted.
  - (9) 2016-17 Basic Skills Funding Proposal – The recommendations were accepted.
  - (10) Student Equity Purpose and Function Statement – The item was presented for information only.
  - (11) LGBT Faculty Coordinator – Kim Earhart (History) was accepted as an appointment for this position.
  - (12) Honors Faculty Coordinator – An update on the search for a coordinator was provided. The Council agreed that the responsibilities of the coordinator may need to be examined in the near future.
  - (13) AP 5520 Student Discipline – The recommendations were accepted and forwarded to PAC.

Due to scheduling conflicts, AMAC has not met since June 13. The next meeting is scheduled for September 12.

2. Accreditation Steering Committee:
  - a) The committee did not meet over the summer. The next meeting is scheduled for September 2.
3. Equivalency Committee:
  - a) The committee will next meet on September 26. Jeff Archibald is the new chair as President of the Academic Senate.
4. Institutional Effectiveness Committee:
  - a) The committee did not meet over the summer and will next meet on September 14.
5. President's Advisory Council:
  - a) The committee met on June 22 and discussed the following.
    - (1) BP 2310 Regular Meetings of the Board – The item was approved.
    - (2) AP 3516 Registered Sex Offender Information – The item was approved.
    - (3) AP 3540 Sexual and Other Assaults on Campus – The item was approved as a first reading, with the understanding that Dr. Scroggins and myself would attempt to clean up language issues and grammatical problems with the document. It will be returned for a second reading and approval, with the understanding that further work on revisions will occur in the upcoming year.
    - (4) AP 3710 Filming and Photography – The AP was discussed with the need for further revisions noted. It will be brought back at a subsequent meeting
    - (5) AP 5530 Student Rights and Grievances – The AP was approved with minor revisions.
  - b) The council met on July 13 and discussed the following:
    - (1) Received an update on changes to the website.
    - (2) Received an update from the Facilities Advisory Committee.
    - (3) Reviewed goal and progress reports from several committees.
  - a) The council met on July 27, but did not have a quorum
  - b) The council met on August 10 and discussed the following:
    - (1) Received an update from the Accreditation Steering Committee

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- (2) AP 3710 Filming and Photography – A revised version was approved and will be returned for a second reading.
    - (3) Reviewed goal and progress reports from several committees.
    - (4) College Planning Memo – Reviewed the memo and agreed to return it at a future meeting.
  - c) PAC met again on August 24. Details of this meeting will be in my next report.
  2. Management Screening Committee Appointments:
    - a) Judicial Affairs Officer - An all faculty call was sent out to sit on the screening committee. Tim Engle and Linda Musaitif were appointed.
    - b) Assistant Director, Technical Services - An all faculty call was sent out for faculty to sit on the screening committee. Jonathan Hymer and Dan Smith were appointed.
    - c) Director, Aspire – An all faculty call was sent out to sit on the screening committee. Jeremy Hart and Michelle Stewart-Thomas were appointed
    - d) Director, TRiO Programs – An all faculty call was sent out to sit on the screening committee. Diana Felix was appointed.
    - e) Director, International Students Programs – An all faculty call was sent out to sit on the screening committee. Daniel Cantrell and Richard Patterson were appointed.
  3. New Faculty Seminar
    - a) At the request of AMAC, a task force was convened to explore how the New Faculty Seminar could accommodate a large number of new faculty and if the format of the sessions and responsibilities of the facilitator needed to be adjusted. The task force was chaired by Martin Ramey and met in person and worked virtually over the summer. Over the course of the task force's work, the current facilitator, John Pellitteri, decided to resign his position. The task force developed a new dual cohort model for the seminar with one half meeting in the morning and the other half meeting in the afternoon. A 90-minute lunch session will bring both cohorts together and focus on student equity issues. To plan and facilitate the equity lunch sessions, AMAC agreed to provide 3 LHE for the year to Julie Laverty of the Faculty Professional Learning Team. The task force will continue to meet through the fall to reshape the curriculum and evaluation process for the New Faculty Seminar for future facilitators. Martin Ramey and Liesel Reinhart will co-facilitate the Fall semester sessions (pending Senate approval). Martin and Liesel agreed to do this temporarily, so if you are interested in leading the NSF, we are still looking for someone to take it over in the Spring 2017 semester. Please contact Jeff Archibald if interested.
  4. Educational Master Plan/Facilities Master Plan RFP Process
    - a) Over the summer, I participated in the RFP screening and evaluation process for the Educational and Facilities Master Plans along with our Facilities Advisory Committee appointees Eric Kaljumagi and Marc Ruh. The expanded Facilities group made recommendations to President's CMPCT (Comprehensive Master Plan Team), which conducted interviews and made a selection of firms at the end of July. The timeline of the development and approval of the Comprehensive Master Plan will begin this fall and end with the presentation to the Board of Trustees in Spring 2018.
  5. Committee and Council Openings (see attached)
  6. Addendum:
    - a) Denise Lindholm is retiring this week. She has been a valuable resource to the Academic Senate and is our link to the President and the BoT. She visited the Academic Senate to express her gratitude to Dr. Scroggins and Mt. SAC.
    - b) Dr. Scroggins visited to update the senate on the Strong Work Force Initiative funding. \$200M for the initiative is available and the governor has outlined how it will be implemented. The formula has been constructed by the Chancellor's office. The allocation of the local share is approximately \$2.4M and will be approved by the Board of Governor's this month. Mt. SAC manager's and faculty attended a summit to learn more about it. Senate will be involved with the plan and what we will do with the funding. The money is ongoing and we will have 3 years to

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spend the money. Therefore, program and curriculum development can go through the process and still have access to the funding. There are some limitations on where to spend the money, but they are not much different from regular constraints. The senate's role is in the planning phase. We will form a group once we know what the template is. The second element is the development of curriculum. We will study labor market information and make decisions strategically. This does not change our existing practices except that we will be on hyper-speed to get things done. We will look to form a senate group to deal with this initiative. There is the opportunity to do support work for students that is not solely based on labor market information. We can use the money as the college sees fit and this could include involving students to learn how to apply for jobs, interview, etc. We want to leave the plan open to have local input on how to utilize the funding. Senate will help develop guidelines and information on how to implement. Expansion of programs that are applied (i.e. histotechnology technician) could be eligible for a direct to work Bachelor's program.

B. Vice President:

1. Budget Committee Report: Sept 12 is first meeting and Martin is now the chair of the committee.
2. Fall 2016 Flex Day
  - a) Special thanks to the presenters and task force.
3. Also special thanks to those that helped with the New Faculty Seminar and for those that responded to the NFS survey.

V. Legislative Liaison Report: No written report.

VI. CTE Liaison Report: No written report.

VII. Faculty Association Report:

A. Negotiations

1. 2016 negotiations ended on 18 August, and details will be provided at the first Representative Council meeting on 6 September. The ratification ballot will probably go out in October.
2. For 2017, the FA will undertake full contract negotiations with a five person team. We are looking for faculty who are interested in assisting the team with their research and possibly attending CCA and CTA negotiations training during the upcoming year. Please contact the FA President at [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) by **23 September** if you would like to assist with negotiations this year.

B. Task Forces and Committees

1. Last May, the Representative Council approved three task forces for this year. The Logo Modification Task Force will consider a modification to our existing Mt. SAC FA logo. The Student Evaluation Task Force will suggest modifications to the student evaluation process. (This Task Force should have representation from multiple disciplines and should include the Credit/No Credit area as well.) The Emergency Preparedness Task Force will make recommendations relevant to faculty with regard to future emergencies. If you are interested in serving on any of these task forces, please contact the FA President at [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) by **23 September**.

C. Fall CCA Conference

1. Volunteers are needed to represent Mt. SAC at the CCA Fall Conference, which will be held this year in Sacramento from **7 - 9 October**. This conference is fully paid for (including parking, airfare, hotel, and meals) by the FA and CCA, and focuses on how to keep members interested and engaged in their union. I have fifteen slots available to FA members, and CCA is particularly interested in having adjunct faculty attend. If interested, please contact the FA President at [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) by **14 September**. (The deadline to register is 15 September.)

D. FA Events

1. Please encourage faculty to attend the events noted on the back of this report. All of these events are intended to promote interest in our union and to allow for a venue by which faculty can interact with local and regional leaders. (see attached)

- X. Associated Students Report: Corey Case - new Student Representative for Academic Senate
- A. Current Associated Students' Senate Co-Chair and Faculty Relations Senator, Former Student Court Officer, Experienced in Student Preparation and Success Council and Student Equity Committee.
  - B. College-Wide Committees: Currently working on getting student reps on committees. All of the E-Board have been placed. All of the previous Students-at-Large dropped and they are looking for new students to join and commit to Associated Students. Open to recommendations.
  - C. Activities: Mostly general activities. See online for a month-by-month event calendar.
  - D. Contact [ccase1@student.mtsac.edu](mailto:ccase1@student.mtsac.edu) for more information or for student's to get involved. Student's must have 2.5 GPA and need Students-at-Large representation for Associated Students.
- IX. Council Reports:
- A. Curriculum & Instruction Council Report:
    - 1. Committees
      - a) Continuing Education - Minutes: None
      - b) Distance Learning - Minutes: None
      - c) Educational Design - Minutes: None
      - d) Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
      - e) Equivalencies - Minutes: None
      - f) Outcomes - Minutes: None
    - 2. Curriculum
      - a) Information
        - a. Course Submission Quick Check
        - b. Courses and Programs due May 31, 2017(see attached)
        - c. Submission Dates
          - i. New courses and modifications to courses are due on May 31, 2017 for the 2018-19 catalog.
          - ii. New courses and modifications to courses submitted between June 1, 2016 and May 31, 2017 should be prescreened and receive an EDC review by the end of Fall 2016 as long as the prescreen requests are addressed in a timely manner.
          - iii. Degrees and certificates are due by May 31, 2017 for the 2018-19 catalog. Degrees and certificates will not be reviewed by EDC if they include courses that are 6 or more years old (for Title 5 compliance). Degrees and certificates submitted between June 1, 2016 and May 31, 2017 should receive an EDC review by the end of Fall 2016 as long as the prescreen requests are addressed in a timely manner.
          - iv. Modifications include changes to: Course ID or title, prerequisites, corequisites, and advisories, certificates, degrees, and majors, catalog descriptions, general education requirements, GE status, units and hours, articulation, repeatability, SAM code changes, instructional type (lecture, lab, lecture and lab Combination, or activity), and Top code changes
  - B. Student Preparation & Success Council Report: No written report.
    - 1. First meeting is on September 19. Will have a report September 29.
  - C. Professional Development Council Report:
    - 1. Professional Growth Credit
      - a) This biggest PD topic for faculty in 2016-2017 is likely the final change-over to "professional growth credit" in lieu of "column crossover credit" for all POD workshops and activities. We now have an incentive to

complete 6 “units” of credit, but it is a one-time only salary bump. All POD offerings will require scrutiny by the Salary and Leaves Committee to be approved for Professional Growth Credit. Much work is underway to create meaningful options for earning this credit and to help all faculty understand the new system and receive appropriate credit.

2. Professional Development Plan
  - a) A two-year campus-wide professional development plan was finalized by PDC and taken to the President’s Advisory Council over the summer. The plan includes faculty, staff and manager professional development work and helps create some priorities for areas of need. The hope is that this plan can be integrated with other plans on campus to make sure that new initiatives are supported with appropriate training opportunities to help ensure their success. As part of the planning work, PDC recognized that a lot of great professional development work is done outside of POD – across our campus, in departments and divisions, in grant-led programs, in governance groups, by independent teams, and more. PDC supports an effort to help unify professional development activities on campus so we can understand all the ways faculty, staff and managers are learning, offer appropriate support and credit, and also identify gaps. The complete plan is available at: [http://www.mtsac.edu/pod/docs/pd\\_plan\\_6-7-16.pdf](http://www.mtsac.edu/pod/docs/pd_plan_6-7-16.pdf)
3. The Professional Learning Academy and New Certificate Programs
  - a) A proposal was accepted by the equity team last year to create a new “TLC” for faculty and I helped lead a planning team of four faculty in the spring to research how to best design this program for Mt. SAC. This included site visits to other schools, extensive research, and meetings with many campus stakeholders (some still underway). The outcome is an approach to faculty learning that is highly synthesized with POD while also adding a new direction to our content via a “professional learning academy” which will offer *courses* rather than workshops and *programs of study* that culminate in a variety of certificates. Much more to come on this topic, but PDC has approved the direction of the work and fully supports it.
4. Credit for PD Presenters
  - a) You may know that for Flex Day the Chancellor’s Office allows for faculty presenters to receive additional credit for their time preparing and delivering workshops. Specifically, for creating and delivering a workshop for the first time you receive 3X the actual meeting time of the workshop (90 minute session at Flex Day = 4.5 hours Flex Credit). Each time you repeat the session, you get 2X the actual meeting time. We have never clarified the compensation model for non-flex presenters at Mt. SAC but we have tacit approval for this approach from our VPI and PDC and will be bringing a formal proposal through FPDC to make this our local practice, as well. We should recognize the effort and learning involved with developing and delivering peer instruction.
5. Flex Day Session : “New Directions for Faculty Professional Development”
  - a) Because a lot is going on in this area, we hosted a Flex Day session that gave more info about some of this work and also provided a forum for faculty to provide input on the future directions through a guided series of discussion questions. It’s a good chance to have a meaningful impact on this work and perhaps even get involved.
6. Some future topics FPDC and PDC will likely be working on:
  - The end of dedicated FIG funding in the contract and the future FIG programs
  - Equity Teaching and Learning Certificates and Academy “Institutes”
  - New Faculty Seminar, FPDC and POD: clarifying process and responsibilities
  - Flex Day, FPDC and POD: clarifying process and responsibilities
  - Funding PD work at Mt. SAC
  - Revisiting column crossover for POD courses/certificates
  - Sabbaticals as faculty professional development activities
7. Questions or comments? I’d love to hear from you at [Ireinhart@mtsac.edu](mailto:Ireinhart@mtsac.edu)

X. Action:

- A. Extension of New Faculty Seminar Task Force. *Motion to approve and seconded. Discussion. Approved unanimously.*



- XI. Discussion:
- A. C&I: AP 4024 Units-to-Contact-Hour Relationship (Contact: Michelle Sampat x6711) *This item was discussed.*
  - B. FPDC Purpose and Function Statement (Contact: Liesel Reinhart x4616). *This item was discussed.*
  - C. 2016-17 Academic Senate Handbook (Contact: Jeff Archibald x5436). *This item was discussed.*
- XII. Information/Announcements:
- A. Nominations for the vacant Director position will open at the next meeting, September 15.
  - B. Puttin' on the Hits, November 18 and 19, 2016, the weekend before Thanksgiving
- XIII. Adjournment: 12:53 p.m.