



Minutes

Academic Senate Meeting

September 29, 2016

Present: Barry Andrews, Jeff Archibald, Roxan Arntson, Matthew Burgos, Jared Burton, Holly Cannon, Kate Cannon, Corey Case, Scott Childress, Tim Engle, L.E. Foisia, Vicki Greco, Scott Guth, Lance Heard, Tony Henry, Jennifer Hinostraza, Hal Hoffman, Tamra Horton, Luisa Howell, Eric Kaljumagi, Jenny Leung, Patricia Maestro, Regina Martinez, Martin Mason, Jean Metter, Dana Miho, David Mirman, Donna Necke, Serena Ott, Robert Purcell, Martin Ramey, Liesel Reinhart, Eloise Reyes, Kelly Rivera, Linda Rogus, Dianne Rowley, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Michelle Shear, Lina Soto, Chan Ton, Janet Truttmann, Chisato Uyeki, Liz Ward, Shari Wasson, Samuel Wolde-Yohannes, Abby Wood

Absent: Robert Augustus, Jaime Hooper, James Hutchinson, Fred Kobzoff, Tiffany Kuo, Charis Louie, Beta Meyer, Bruce Nixon, Bob Perkins, Karla Rivas, Joan Sholars, Rebecca Walker, Shelby White, Tina Ziolkowski

Guests: Joumana McGowan, Francisco Dorame

- I. Call to Order: The meeting was called to order at 11:23 a.m.
- II. Consent Agenda: A motion to approve the Consent Agenda was made, seconded and approved unanimously.
- III. Public Comment: None
- IV. Officer Reports
 - A. President:
 1. Academic Mutual Agreement Council: AMAC met on September 16 and discussed the following items:
 - a) New Faculty Seminar update – 46 faculty attended the first regular session, and initial reviews have been positive. Martin provided the NFS task force recommendations and updated AMAC on the search for a new coordinator
 - b) Art History Department – The department's request to form its own department separate from History has been authorized and a new chair position/stipend created.
 - c) BP 4100 Graduation Requirements for Degrees and Certificates – This will be returned at the next AMAC. Audrey needs to get feedback from George Bradshaw on some of the language, and the BP is missing an exemption for students returning who have already completed a baccalaureate degree (consistent with AP4280).
 - d) CIS Emergency Hire Request – AMAC agreed to grant an emergency, mid-year full-time hire to the CIS department, pending approval by the President.
 - e) Dual Enrollment Update – The College is still conducting the pilot with one section at one school. The administration would like to create a joint task force with the faculty to study the pilot's implementation, identify issues with dual enrollment going forward, and write an AP/BP on the issue. Joumana McGowan and Francisco Dorame have offered to attend the full Senate meeting on September 29 to answer questions about the College's plans for dual enrollment.
 - f) AP 4024 Units-to-Contact Hours – The AP revisions were accepted and will be forwarded to PAC.
 - g) FPDC Purpose and Function Revision – This was shared as an information item and received support from AMAC.
 - h) Enrollment Update – The College's enrollment for Fall 2016 has been mostly flat. Fill rates are slightly lower. We have seen an increase in part-time students, and our head count is up. We are hoping to add some growth through late start sections. The College plans to email students enrolled in late start classes to remind them they are enrolled prior to the first day of class.
 - i) Credit by Exam / ITT Tech – The College has reached out to ITT Tech students who were displaced by the college's shuttering. Several students are interested in enrolling at Mt. SAC, and the Instruction and Student

Services areas are looking for ways to help the students transition to Mt. SAC. One of the possible avenues to help the students is through credit by exam. AMAC will revisit the issue on September 27.

AMAC met on September 27. Details of this meeting will be in my next report.

2. Accreditation Steering Committee:
 - a) The committee has not met since my last report. The second draft of the self-study was released to the College on Tuesday, September 20. Feedback and revisions are due by September 28. The committee will next meet on October 7.
3. Equivalency Committee: The met on September 26. Two emails went out to the campus: one included the call for equivalencies and instructions on submission; the other was sent to departments with expiring equivalencies. Details from the meeting will be in my next report.
4. Institutional Effectiveness Committee: The committee met on September 14 and discussed the following items:
 - a) Status and Recommendations for Strategic Plan – We will be working on updating KPIs as some KPIs have been completed or need revisions. IEC is seeking feedback from managers on the strategic planning cycle. One item that needs to be improved is the ability to pull data from TracDat.
 - b) ePIE – 2017-18 ePIE will be done in TracDat. Don Sciore demonstrated the new form and updates being made to maintain ease of completion for campus units.
 - c) Joint Budget/IEC meeting – the meeting has been set for October 19 from 3-4:30pm

IEC met on September 28. Details of the meeting will be in my next report.

5. President's Advisory Council: PAC met on September 14 and discussed the following items:
 - a) Budget Committee Update – the 2016-17 adopted budget is being presented to the Board of Trustees. For the first time in a very long time, there is no structural deficit for the College.
 - b) Accreditation Steering Committee Update – the self-study is being presented to the Board of Trustees on September 14 and released to the College a few days later. The focus will be on improving the quality of evidence.
 - c) Professional Development Update – Classified professional development has expanded significantly with the Classified Professional Development Day. Updates were provided on Faculty FLEX Day and New Faculty Seminar and a new push to increase offerings that will count for professional growth credit.
 - d) ITAC Update – ITAC plans to focus on developing technology standards for instruction and student success and then using those to make sure classrooms and units have the necessary equipment to meet the standards.
 - e) AP 4020 Program and Curriculum Development, AP 5040 Student Records and Directory Information, AP 5071 Student Leave of Absence (deletion), AP 5520 Student Discipline Procedures, AP 7123 Applicant Travel Reimbursement – these APs, approved by the Senate and accepted at AMAC, were presented for information
 - f) AP 7120 Recruitment and Hiring – Due to Ed Code requirements, hiring procedures must be mutually agreed to by the faculty and administration. Dr. Scroggins will take the Senate and AMAC approved AP to Cabinet for final vetting and approval.

PAC met on September 28. Details from the meeting will be in my next report.

6. Board of Trustees Meeting: The Board of Trustees met on September 14:
 - a) New faculty were introduced to the Board.
 - b) The Paralegal Department and Statway Implementation Team were recognized with the President's Awards for Teaching and Learning.
 - c) Liesel Reinhart and Bruce Nixon were recognized with College Champion awards.
 - d) The 2016-17 Adopted Budget was presented to the Board.
 - e) The accreditation self-study was presented to the Board along with a feedback form.
 - f) An update was provided on enrollment for Fall semester in the context of enrollment trends from the last several years.
 - g) The Board of Trustees held a special meeting on September 28 to provide feedback on the accreditation self-study. Details from the meeting will be in my next report.

7. IRB guidelines for Research Conducted as part of a Course or Club Activity: The Institutional Research Board (IRB) has drafted a series of guidelines for research activities that are conducted as part of a course requirement or club activities. They are attached to my report and will be disseminated college-wide soon. Chara Powell will be attending the September 29 Senate meeting as a guest to answer any questions.
8. Management Screening Committee Appointments: Assistant Director, Student Health Services - An all faculty call was sent out to sit on the screening committee. Michelle Stewart-Thomas was appointed.
9. Announcements
 - a) There is an e-mail out about Master Plan Steering Task Force.
 - b) There are two Town Hall meetings today. Major changes are being proposed regarding Public Safety and Emergency Preparedness. There are no policy changes yet.

B. Vice President: No written report. Thank you to Lance with appointment to Budget Committee, . PERS/STRS trust, now looking at OPRB trust funds.

V. Legislative Liaison Report: No written report.

VI. CTE Liaison Report: No written report.

VII. Noncredit Liaison Report: The Board of Governors recently approved an optional Satisfactory Progress as a noncredit grade indicator.

Title 5 will be modified to include SP. An ASCCC Noncredit Task Force lead by Janet Fulks (Bakersfield CC) started this process in Spring 2010. Most of the meetings were hosted here at Mt. SAC and there was participation from many noncredit programs, large and small. The SP indicator is representative of student performance in open entry/open exit, repeatable courses who are in good academic standing.

VIII. Faculty Association Report:

A. 2016 Negotiations: Clean copy edits of the 22 TAs including proposed forms are ow in the "Documents" section of the FA website. This website is at <http://www.msac-fa.org>. The "Cocktails with the FA VP" even on 5 October is the last formal opportunity for faculty to ask questions directly to the members of the FA Negotiations Team. All faculty are welcome to attend this event.

B. 2017 Negotiations Survey: The Faculty Association will be sending out our annual negotiations survey within a few weeks. Faculty are encouraged to submit items for this survey, the results of which will guide the FA Exec. Board as they direct faculty's negotiations team. To submit items, please email the text you would like to see on the survey to Eric Kaljumagi at ekaljumagi@mtsac.edu by **tomorrow**. Please note that submitted items may be combined or otherwise edited for clarity.

C. Professional Development Council Vacancy: Due to a scheduling conflict, there is now a vacancy on the Professional Development Council (meets 1st Thurs. from 1:30-3:15). Please contact the FA President at kaljumagi@msac-fa.org if you know someone who might be interested.

D. FA Events: Please encourage faculty to attend the following events.

1. "Cocktails with the FA Vice President" at the Walnut Applebee's (1 ½ miles south of campus at the intersection of Grand Ave. and Valley Blvd.) between **4 – 6 PM on 5 October**.
2. Adjunct Faculty Celebration in Founders Hall will be **between 11:30 AM and 1:30 on 18 October**.
3. Puttin' On The Hits in the Clarke Theatre at **7:30 PM on 18 November** and at **7:00 PM on 19 November**.

IX. Associated Students Report:

A. LEAD Program:

1. Opportunity for a stronger application and resume – This is a great chance to be able to appear more competitive and knowledgeable when applying.
2. Receives certificate upon completion - At the end of each semester a ceremony is held in their honor and given their certificates.
3. Give to your students – Strongly recommend offering this opportunity to your students.

B. Voter Registration Drive:



1. September 29th – Voter registration training for AS and other volunteers.
 2. October 4th – Official Voter Registration Drive.
- C. Blood Drive:
1. October 11th-13th – Blood Drive for Mt. SAC. Recommend swinging by if you can.
- D. A.S. is supporting Puttin' On The Hits.
- X. Council Reports:
- A. Curriculum & Instruction Council Report:
1. Committees
 - a) Continuing Education - Minutes: None
 - b) Distance Learning - Minutes: None
 - c) Educational Design - Minutes: May 24, 2016 and September 6, 2016
 - d) Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
 - e) Equivalencies - Minutes: May 23, 2016
 - f) Outcomes - Minutes: May 3, 2016 and May 17, 2016
 2. Curriculum
 - a) Curriculum & Instruction Council Information Items:
 - b) Outcomes Committee Annual Review of Goals: Attached
 - c) Courses Approved on Consent Agenda
 - (1) ANIM 111A Animal Drawing
 - (2) BSHS ALG1 High School Algebra 1
 - (3) BSHS ALG2 High School Algebra 2
 - (4) BSHS ECON High School Economics: Core and Career Readiness Standards
 - (5) BSHS ENG1 High School English 1
 - (6) BSHS ENG2 High School English 2
 - (7) BSHS ENG3 High School English 3
 - (8) BSHS ENG4 High School English 4: Through the 4-year review process, new objectives include an increased level of practical application, rigor, and higher level reasoning, with students needing to provide textual evidence and analysis in their writing.
 - (9) BSHS GEOG High School Geography
 - (10) BSHS GEOM High School Geometry
 - (11) BSHS PREA High School Pre-Algebra
 - (12) BSHS SOC High School Sociology
 - (13) BSHS SPN1 High School Spanish 1
 - (14) BSHS SPN2 High School Spanish 2
 - (15) BSHS WHS High School World History
 - (16) DSPS ELL01 Lifelong Learning for the Special Needs Population
 - (17) ENGL 8C Creative Writing - Novel
 - (18) ENGL 8E Creative Writing - Memoir
 - (19) ENGL 8F Creative Writing - Non-Fiction
 - (20) FASH 22 Fashion Design By Draping
 - (21) FASH 59 Fashion Retailing
 - (22) FASH 8 Introduction to Fashion
 - (23) HRM 52 Food Safety and Sanitation
 - (24) KINS 24A Volleyball - Beginning
 - (25) MUS 25A Jazz Improvisation
 - (26) OAD ELL05 Lifelong Learning through Current Events
 - (27) OAD FNA03 Oil Painting
 - (28) OAD FNA04 Watercolor Painting
 - (29) OAD FNA32 Drawing - Beginning through Advanced
 - (30) OAD MOX01 Healthy Aging

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- (31) OAD MOX02 Healthy Aging - Principles of Slow Move
 - (32) OAD MOX04 Healthy Aging - Principles of Posture
 - (33) OAD MOX11 Fall Prevention - Balance and Mobility
 - (34) VOC AGR25 Floral Design 1
 - (35) VOC AGR26 Floral Design 2
 - (36) VOC AGR-G Home Gardening
 - (37) VOC CPBC1 Basic Computing
 - (38) VOC CPBC3 Basic Computing - Level 3
 - (39) VOC ESD02 Production of Boutique Craft for Retail
 - (40) VOC ESD03 Lettering Styles and Advertising Calligraphy
 - (41) VOC ESD07 Handcrafted Needlework for Retail Sale
 - (42) VOC ESD09 Sewing and Design
 - (43) VOC ESD11 Intermediate Decorative Art Production
 - (44) BSHS USH High School United States History
- d) Courses Reviewed and Approved
 - (1) BSHS PSY High School Psychology
 - (2) BSHS SSK High School Study Skills
 - (3) ENGL 8A Creative Writing – Fiction
 - (4) OAD ELL04 Lifelong Learning for Older Adults
 - (5) OAD MOX06 Healthy Aging - Principles of Aquatic Resistance
 - (6) VOC AGR27 Floral Design 3
 - (7) VOC ESD08 Jewelry Production and Design for Retail
 - e) Approved Deletions
 - (1) BSHS EELA CAHSEE English Languages Arts This course prepared students for the California High School Exit Exam (English) which is no longer administered in the high schools
 - (2) BSHS EEMA CAHSEE Math This course prepared students for the California High School Exit Exam (Math), which is no longer administered in the high schools
- B. Student Preparation & Success Council Report: The Council met on September 19 and discussed the following items:
- 1. ACTION:
 - a) SP&S Council's Purpose, Function and Membership statement was approved with minor changes, mainly updating membership. One faculty vacancy (2016-2019), and one student vacancy remain.
 - 2. INFORMATION:
 - a) Student Equity Committee – minutes of May 11 were accepted.
 - b) Basic Skills Coordinating Committee – minutes of May 26 were accepted.
 - c) Student Equity Update – Audrey updated SP&S on the status of student equity projects funded by the most recent \$3.3 million allocation, including:
 - (1) Purchasing of nearly 400 high demand textbooks for reserve holdings at Library;
 - (2) Extended library hours on Sunday;
 - (3) STEM Center and TERC Center;
 - (4) Training modules for New Faculty Seminar; and the
 - (5) Minority Male Initiative/Ambassador program.
- Future plans may include a campus convening on the topic of Student Equity.
- d) Common Assessment Update – Jim Ocampo, Dianne Rowley and Evelyn Hill-Enriquez provided an update on the Common Assessment initiative. The rollout of Common Assessment has been delayed as reported by Jeff in the last Senate meeting with no idea of when it will resume.
- 3. FUTURE TOPICS:
 - a) AP 3540 Sexual Assaults on Campus
 - b) CCSSE and CIRP results
 - c) Review of Multiple Measures usage
 - d) 2016-17 Goals and Outcomes

C. Professional Development Council Report:

1. PDC Updates
 - a) Reviewed of purpose, function, and membership
 - (1) Recommend adding the function, "To track and centrally organize all campus professional development activities towards a synthesized view of professional development at Mt. SAC."
 - (2) Recommend adding a Management Professional Development Committee appointed position.
 - b) 2016-17 professional development planning retreat was held on June 16, 2016.
 - c) PDC strongly supports implementation of the Professional Learning Academy.
2. FPDC
 - a) FLEX Day program evaluations were excellent. People who did not register early found limited choices. Part-time faculty attendance was over 100. Not all sessions may have been relevant to part-time faculty and should be noted next time.
 - b) The TLC equity project is now the professional learning "Academy" – a subset of professional development which will support faculty and classified staff – and possibly managers and students – with certificate-driven programs geared toward fostering meaningful professional growth.
 - c) Equity Teaching and Learning Certificate under development as part of the New Faculty Seminar
3. CPDC
 - a) Classified Professional Development Day (CPD Day)
 - (1) Strong support by the President, managers, and campus community led to a successful event, with 251 Classified Staff attending the Opening Session
 - (2) 25 individual workshops were offered, with 27 presenters sharing their expertise
 - (3) Thanks to faculty who really stepped up to cover presentations!
4. Conference and Travel
 - a) POD Conference and Travel Funding for 2016-17 will continue to be available at up to \$1500 per employee. Current available faculty funding is approximately \$119,000. Additional funding is available thru December 30 for Equity Conference & Travel. Email Ireinhart@mtsac.edu for details.
 - b) POD Conference and Travel forms are being revised to align with the Professional Development Plan implementation and will be available in October 2016. Old forms may be used until these are complete.
5. MPDC
 - a) Management Needs Survey distributed. Data will be utilized to inform management retreat priorities.

XI. Action:

A. Close Nominations for Director

Continuation of nominations. Hearing none a motion to approve the closing of nominations was made, seconded and approved unanimously. Votes collected and counted. Abby Wood is the new Director.

B. 2015-16 Senate Year End Report

A motion to approve the Action Item was made and seconded. No further discussion and the motion was approved unanimously.

C. Resolution 16-07 In Appreciation of Human Resources

A motion to approve the Action Item was made and seconded. No further discussion and the motion was approved with one nay vote.

D. AP 5075 Course Adds and Drops

A motion to approve the Action Item was made and seconded. A discussion occurred. Motion to amend to add "at least" instead of "should wait for" before "thirty minutes" under Drops #2. Propose that "shall" be placed instead of "should" and accepted as a friendly amendment. Voted and approved unanimously.

A motion to amend number 6 under Adds: to say "Students on wait lists will be added in the order which they appear on the wait list, during the first class meeting only, before walk-in students if they are present at the time when attendance is taken." Friendly amendment to read, "Students on wait lists will be added in order which they appear on the wait list, during the first class meeting only, before walk-in students if they are present at the time when attendance is taken." Another friendly amendment was taken to read, "Students on wait lists will be added in the order which they appear on the wait list, during the first class meeting only, before walk-in students if the wait-listed students are present at the time when attendance is taken." Call for the question to vote on the latter. Vote taken and approved with two nays and one abstention. Motion to approve the document with amendments, seconded and approved unanimously.

- XII. Discussion:
- A. 2016-17 Senate Goals and Strategic Objectives (Contact: Jeff Archibald x5436). *This item was discussed.*
 - B. CTE Advisory Committee Proposal (Contact: Jeff Archibald x5436). *This item was discussed.*
- XIII. Adjournment: 1:13 p.m.