

Minutes  
Academic Senate Meeting  
August 27, 2015

**Present:** Barry Andrews, Jeffrey Archibald, Maria Azpeitia, Chris Briggs, Jared Burton, Kate Cannon, Danny Cantrell, Scott Childress, Tim Engle, Sun Ezzell, Scott Guth, Tony Henry, Jennifer Hinostrza, Jaime Hooper, Luisa Howell, Eric Kaljumagi, Tiffany Kuo, Erica Ledezma, Jenny Leung, Charis Louie, Regina Martinez, Rasool Masoomian, Jean Metter, Beta Meyer, Bao-Chi Nguyen, Bruce Nixon, Eloise Reyes, Martin Ramey, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Yvette Santillan, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Antoine Thomas, Janet Truttmann, Iona Uiagalelei, Chisato Uyeki, Liz Ward, and Dan Wheeler

**Absent:** Robert Augustus, Holly Cannon, Joe Denny, Ralph Eastman, Marlene Gallarde, Dan Garcia, Jeremy Hart, James Hutchinson, Billie Lynes, Richard Myers, Amy Nakamura, Paul O'Brien, Bob Perkins, Karen Schnurbusch, Rebecca Walker, Shari Wasson, and Tina Ziolkowski

**Guests:** Mercedes Tseng (journalism student)

- I. Call to Order: The meeting was called to order at 11:19
- II. Consent Agenda: A Motion to approve the Consent Agenda was made, seconded, and approved unanimously.
  - A. Approval of Minutes of June 4, 2015
  - B. Basic Skills Coordinating Committee Appointment: Barbara Mezaki
  - C. Campus Equity and Diversity Committee Appointment: Susan Wright
  - D. Content Review Committee Appointment: Nona Stokes
  - E. Scholarship Committee Appointment: Mihoko Luther
  - F. Senate Events Planning Committee Appointment: Jeff Archibald
  - G. Assistant Curriculum Liaison Appointment (2015-17): Jean Metter
  - H. President's Advisory Council Appointment (2015-18): Dan Smith
  - I. Basic Skills Committee Appointment: Hector Sanchez
- III. Public Comment:
  - A. Joan Sholars shared that the tram from Lot M stops at 3:30. Faculty support to increase the hours to better serve students is appreciated.
  - B. Jamie Hooper reported that Mt. St. Mary's and Mt. SAC are working together to provide a Bachelor's program for nursing students. Mt. SAC faculty will be teaching in that program. Mt. SAC's current nursing program was ranked 13<sup>th</sup> among nursing programs in the western United States community colleges by nursingjournal.org.
- IV. Officer Reports
  - A. President
    1. Departure of Michelle Grimes-Hillman: During the summer a very talented and accomplished member of our faculty left the college. Michelle Grimes-Hillman was hired as Dean of Academic Services at Long Beach City College. She is a past President of the Academic Senate, and most recently Curriculum Liaison. Michelle has also been a member of the state Academic Senate's Executive Committee. Much of our current organization and collaborative practice were developed by

---

Michelle during her term in office. Her passion for the work has been contagious, and many of us are involved in the Academic Senate because of her. We wish her well in her new role.

2. Executive Board Vacancies
  - a. With the departure of Michelle Grimes-Hillman a new Curriculum Liaison will be needed. Michelle Sampat has stepped forward to assume the entirety of the assignment; this necessitates her resignation as Academic Secretary. A special election will be held for Secretary.
  - b. Jean Metter has asked to fill the position of Assistant Curriculum Liaison.
  - c. Fawaz Al-Malood has been hired as Associate Dean for the Business Division, leaving his seat as Senator At Large vacant. A special election will be held for this position as well.
  - d. Lastly, a Legislative Liaison is needed. This position is appointed for a two-year term by the Academic Senate President, and ratified by the Senate.
3. Academic Mutual Agreement Council: The council met on August 17 and discussed the following:
  - a. Department Reorganization: Fire Technology and Public Services wish to be combined into a single Public Safety department. The Senate concurred, although it asked for department minutes in order to comply with AP 3110.
  - b. Noncredit SSSP Plan – A new noncredit SSSP plan is due to the Chancellor’s office on October 30. In order to meet the deadline as well as meet shared governance needs a process was discussed. The plan will be submitted to the Curriculum and Instruction Council September 22, reach the Executive Board on October 1, and full Senate on October 8. This will necessitate suspending the rules in order to ensure timely passage. To prepare for this copies of the plan will be distributed to senators as early as possible. The plan will not need to be routed through AMAC.
  - c. Credit SSSP Plan – A timeline was worked out to meet the October 30 deadline as follows: SSSPAC September 9, SP&S September 21, Executive Board October 1, full Senate October 8, AMAC on October 12, and the Board of Trustees on October 21.
  - d. Study Abroad – Several issues surrounding Study Abroad were discussed. As the new contract proposal has not been approved, the provisions therein that would eliminate the Assistant Study Abroad Coordinator LHE, and cut the Study Abroad Coordinator LHE to 6 were raised. The college needs to await approval or rejection of the contract before discussing how clerical help might be allocated. A proposal to split the LHE of the Study Abroad Coordinator between the two current coordinators was not accepted. However, the college indicated it would fund the fall Study Abroad trip to Paris with the existing 13 students registered (assuming the number remains at 13). The college suggested that financial aid is easier to obtain if students go to non-traditional countries, rather than France and Australia. Also, local teachers would be provided by the consortium for these nontraditional sites.
  - e. Faculty Hiring Update – During the summer second hires were authorized for English, Math and Psychology. Some counseling hires are still in process, and a 1-year full-time temporary professor in Physics (in addition to the full-time tenure-track hire) has been requested. However, the Adult Basic Education instructor hire did not go forward.
  - f. Resolution 2015-03 Support for Institutionalized Funding for Tutorial Services – The resolution was discussed and accepted.

- 
4. Accreditation Steering Committee: The committee has not met since the last report. Its first meeting will be on September 4.
  5. Budget Committee: The committee met on June 10 and discussed the following:
    - a. Reviewed the Tentative Budget for 2015-16.
    - b. Conversion of one-time funding to ongoing funding – The need to institutionalize items after three years was affirmed.
  6. Equivalency Committee: The committee has not met since the last report. Its first meeting will be on September 28.
  7. Institutional Effectiveness Committee: The committee has not met since the last report. Its first meeting will be on September 9<sup>th</sup>.
  8. President's Advisory Council:
    - a. PAC met on June 10 and discussed the following:
      - i. IEC Update: Farm Master Plan Addendum – the plan was presented as an information item.
      - ii. Accreditation Steering Committee Update – The committee will look at a new revision to the Mission Statement which will address the ACCJC standard.
      - iii. ITAC Update – The Windows XP update is mostly complete. On June 22 training will begin for the new imaging software package. Event scheduling software will come online soon. An emergency notification system that includes classrooms is being worked on, using grant money.
      - iv. Facilities Advisory Committee Update – recommended 26 new projects to COMPAC, including 13 which would begin this year. This will be added to the 100-plus projects in progress already. In the near future Smart Sheet software will be used to display project details on the web, minus confidential information. It was also noted that the parking structure is expected to be in litigation for a while.
      - v. International Students Program Advisory Committee Update – A report on the impact of the International Students Program, per the Academic Senate Resolutions 2012-06 and 2013-13, was given. This included indications of the facilities and classes used by International Students, as well as an agenda of actions to be taken to help International Students.
    - b. PAC met on June 24, but a quorum was not achieved. The following items were discussed but not acted upon due to the lack of a quorum.
      - i. BP2730 Health Benefits for Trustees – A revision of the current BP was presented.
      - ii. AP 7351 Sick Leave for Temporary Employees Not Represented by a Collective Bargaining Agreement – A new AP was presented.
      - iii. Smokeless Cigarettes – SB 140 may redefine smokeless cigarettes so that they will be banned along with other types of smoking. Two models for language governing the use of tobacco on campus were presented and discussed.
      - iv. 2015-17 Strategic Plan – Possible changes were discussed. The item will be brought back.
    - c. PAC met on July 8, but a quorum was once again not achieved. The following items were discussed but not acted upon due to the lack of a quorum.

- 
- i. Budget Committee report – The tentative budget for 2015-16 was presented. The reserve is budgeted at \$18.45M. Due to legal challenges to the parking structure the Student Center plans will move forward. Students will be asked to be on the committee for the building's design.
  - ii. ITAC report – The Technology Master Plan will be updated beginning in September. The previous revision was made in 2013.
  - iii. Professional Development Council report - \$33K from 2014-15 will be rolled over into 2015-16. POD is now administered by the Instruction office. The \$200 each for faculty will no longer be a separate item. There will be a single professional development account of \$77K, split evenly between managers, faculty and classified. Managers will still have \$2K each, but these funds can be used for others in their division.
  - d. PAC most recently met on August 12. The following items were discussed:
    - i. ACCJC Update – The President asked for volunteers from Mt. SAC for the accreditation visitation teams, in order for those participants to learn the practices involved and act as a resource to others at the college. Those interested may contact the President's office.
    - ii. BP2730 Health Benefits for Trustees – The BP was approved, and will go the Board of Trustees for final approval.
    - iii. BP 7340 Leaves – Updates are proposed in order to comply with revisions to the California Labor Code, allowing sick leave for temporary employees not represented by a collective bargaining agreement. The proposal will be brought back for a second reading and final approval.
    - iv. AP 7351 Sick Leave for Temporary Employees Not Represented by a Collective Bargaining Agreement – The question of appropriate increments by which leave is earned was raised. The proposal will be brought back with clarifications.
    - v. Smokeless Cigarettes – The item was discussed again. The Chief of Public Safety will be asked to research the questions raised and report to PAC.
    - vi. Committee Goal and Progress Reports for 20-14-15, and 2015 Committee Summaries – The items were presented as information.
    - vii. PAC Purpose and Function Statement – The information was reviewed, updating names and term lengths. It was requested that the faculty designated separately by the Academic Senate and the Faculty Association be delineated on the statement.
    - viii. Draft Strategic Plan 2015-17 – Further revisions were made, and the document was approved for distribution.
9. Management Screening Committee Appointments
- a. Assistant Director, Academic Technology - An all faculty call was sent out on July 14 for faculty to sit on the screening committee. Two faculty responded and were appointed: Ken Miller and Jonathan Hymer.
  - b. Interim Director, Education for Older Adults and Adults with Disabilities Program - An all faculty call was sent out on July 22 for faculty to sit on the screening committee. Seven faculty responded. Julie Bradley and Shelby White were appointed.

- 
- c. C-ID Operations Grant Director - An all faculty call was sent out three times for faculty to sit on the screening committee. No faculty responded. Dan Smith volunteered to be on the committee.
- B. Vice President: No report. Everyone who volunteered or presented was thanked for their efforts. Attendance was phenomenal. Two overflow rooms were needed to accommodate the full-time and adjunct faculty and managers who were invited. Feedback in regards to Flex Day is welcomed.
- V. Legislative Liaison (ASCCC Delegate) Report: No report
- VI. Faculty Association
- A. Contract Ratification: All members were mailed contract ratification ballots via US mail on 14 August. The ballots are due back to the FA office by noon on 4 September. Workshops discussing these changes will take place during Flex Day, 26 August at 1:30 PM in Founders Hall, 31 August at 10 AM in Founders Hall, and 3 September at 10 AM in room 28A-103.
- B. Committee Vacancies: Although most FA appointments for the year have been filled, four vacancies remain. The remaining vacancies are for FPDC (part-time), governance, hospitality, and survey. Please contact the FA President at [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) if you are interested in one of these positions.
- C. Negotiations Team Shadows Needed: Although the 2015-16 reopener negotiations will require just a three person team, the 2016-17 full negotiations require a five person team. The Faculty Association is looking for two members to volunteer to shadow the 2015-16 negotiations process and who might also be willing to attend the CCA negotiations training offered 19-21 February 2016 and the CTA negotiations training offered 31 July – 4 August 2016. Please contact the FA President at [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) by **25 September** if you are interested in being trained as an FA negotiator.
- D. CCA Fall Conference: The CCA Fall Conference will be held 16-18 October at the Doubletree by Hilton in San Jose. This conference brings together college faculty from many CA community colleges and will cover issues related to membership and member engagement. The conference also has a general session where delegates give direction to the CCA leadership. All reasonable expenses (parking, airfare, hotel, meals) will be reimbursed by CCA or the FA, so most attendees will have no out-of-pocket costs. All members are encouraged to attend. If you wish to be a delegate to this conference, please contact the FA President at [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) by **25 September**.
- E. Board of Trustees Candidate Forum: This year there are two contested Board of Trustees elections. The candidates have been invited to a forum on 28 August from 10-noon in Founders Hall. Come listen to the candidates and provide input to the Faculty Association. The FA will determine which candidates to endorse and support by early September.
- F. 2016-17 Negotiations Survey: The FA survey team will soon begin working on the survey for 2016-17 negotiations. Please assist them by providing desired questions to [kajumagi@msac-fa.org](mailto:kajumagi@msac-fa.org) by **30 September**. The online survey is planned for release in October.
- VII. Associated Students Report: None
- VIII. Council/Committee Reports
- A. Curriculum & Instruction Council: No meeting has been held since the last report.
1. Information:
    - a. Update on course submissions:

- 
- i. In May 2015, 276 courses were submitted for review. This includes new, modified, and 4 year review courses.
  - ii. These courses have been prescreened. Emails have been sent out notifying authors, chairs, and managers whether the course needs revisions or whether it will go on the EDC Consent or Review Agenda.
  - iii. All of these courses, along with programs, degrees, certificates, and non-credit courses will be processed during the 2015-16 year as long as prescreen revisions are returned in a timely manner.
- b. 4-Year Review List for May 31, 2016. Please see attached handout.
- B. Student Preparation & Success Council Report: None
- C. Professional Development Council Report: A Motion to Suspend the Rules to Consider the PDC report as an Action Item was made, seconded, and approved unanimously. A Motion to Approve the PDC report was made, seconded, and approved unanimously.
1. Faculty Professional Development Committee (FPDC) report: FPDC met on May 21.
    - a. FPDC reviewed their Purpose, Function and Membership. FPDC increased meeting times from once per month to twice per month on the second and fourth Thursdays of the month, 2:30-4:00. FPDC has had trouble completing their agenda and tasks assigned due to lack of meeting time, when meeting only 6 times per year. (Attached)
    - b. Faculty spent approximately \$75,000 in conference and travel.
    - c. FPDC completed their goals and outcomes report. (Attached)
    - d. FIG reports were provided to document FIG projects, costs, and progress. Summary of costs attached.
    - e. Seven FIG projects were started, and the majority of the FIGs have been completed in the Spring 2015 semester or Summer 2015.
    - f. Faculty professional development budget was reviewed, and current expenditures summarized. (Attached) Significant achievements were conference and travel funds, and a campus-wide license for Lynda.com, and support of Parachutes and Ladders, and support of a consultant for Department Chair training. There are approximately \$30,000 remaining in the faculty professional development budget.
    - g. FLEX day priorities were established to recommend to Flex Task Force.
  2. Professional Development Council (PDC) report: PDC met on June 4 and June 9.
    - a. POD (Professional and Organizational Development) complex is in last stages of remodeling. All faculty will be advised when the POD remodel is complete, and POD returns to the Building 6 complex. POD is currently housed in Building 40, room 140.
    - b. POD ran a Mt. SAC summer book club on "Wiser", about committee work challenges and successes.
    - c. Dr. Lisa Rodriguez (Title V grant director) discussed her professional development, including CTE retreat on FLEX day for faculty and counselors. Title V year 2 professional development plans include application of developmental education principles across the curricula; materials that use cross-disciplinary criteria for essential skills; innovative program delivery systems; and effective pedagogy and strategies in implementing learning communities and other cohort models.

- d. Discussion on Adjunct faculty reimbursements for conference and travel. Stacey raised a reporting and potential double dipping question.
  - e. POD has been given \$77,000 for conference and travel. PDC discussed a split of the funds. Stacey is insistent on a 1/3 split of the funds for Faculty, Classified, and Managers. (each \$25,828)
  - f. Initial work was made discussing a campus wide needs assessment. FPDC will review faculty specific questions in their first two meetings, and recommend to PDC for implementation.
3. Summer actions:
- a. Department chair training task force met, and developed curriculum recommendations for Department chair training. Department chair training was held on August 18.
  - b. President Scroggins awarded faculty another \$100,000 towards conference and travel. This brings the total to \$125,828 for faculty conference and travel for the 2015-16 year.

IX. Action: None

X. Discussion: None

XI. Information/Announcements

A. A handout with the 2015-16 meeting schedule was attached.

XII. Adjournment: 12:02