
Minutes

Academic Senate Meeting

September 24, 2015

Present: Daniel Anderson, Barry Andrews, Jeffrey Archibald, Maria Azpeitia, Chris Briggs, Jared Burton, Holly Cannon, Kate Cannon, Danny Cantrell, Scott Childress, Tim Engle, Sun Ezzell, Tony Henry, Jennifer Hinostrza, Jaime Hooper, Luisa Howell, James Hutchinson, Eric Kaljumagi, Tiffany Kuo, Erica Ledezma, Jenny Leung, Charis Louie, Billie Lynes, Regina Martinez, Rasool Masoomian, Jean Metter, Beta Meyer, Amy Nakamura, Bao-Chi Nguyen, Bruce Nixon, Julie Perez-Garcia, Martin Ramey, Eloise Reyes, Hector Sanchez, Michael Sanetrick, Yvette Santillan, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Chan Ton, Janet Truttmann, Rebecca Walker, Chisato Uyeki, Liz Ward, Shari Wasson, and Dan Wheeler

Absent: Joe Denny, Marlene Gallarde, Dan Garcia, Scott Guth, Richard Myers, Paul O'Brien, Bob Perkins, Michelle Sampat, Tyler Trull, Iona Uiagalelei, and Tina Ziolkowski

Guests: Mercedes Tseng (journalism student)

- I. Call to Order: The meeting was called to order at 11:24 a.m.
- II. Consent Agenda: A Motion to approve the Consent Agenda was made, seconded, and approved unanimously.
 - A. Approval of Minutes of September 10, 2015
 - B. Legislative Liaison appointment: Michelle Sampat
 - C. Student Success and Support Program Advisory Committee Appointment: Angel Lujan (Counseling), Masoud Roueintan (at large)
 - D. Accreditation Writing Team Standard 1.B appointment: Carol Impara
 - E. Basic Skills Coordinating Committee appointment: Crystal Valdez (non-credit ABE)
 - F. Curriculum and Instruction Council appointment: John Vitullo
 - G. Institutional Effectiveness Committee appointment: Kristina Allende
 - H. Study Abroad Coordinator appointment: Dafna Golden (Co-Coordinator)
 - I. Student Equity Committee appointment: Hilary Lackey
 - J. Student Equity Plan Writing Team appointments: Jeff Archibald, Anabel Perez, Liesel Reinhart
 - K. Student Success and Support Program Advisory Committee Faculty Co-Chair appointment: Evelyn Hill-Enriquez
 - L. Educational Design Committee appointment: Cecelia Thay, Business
- III. Public Comment:
 - A. The Sustainability Committee invited everyone to a workshop on climate change to discuss the upcoming Paris 2015 Global Climate Summit. The workshop, "The Road to Paris and Beyond," includes a screening of the movie "Do the Math". The workshop is scheduled for Oct. 1, from 3 to 5 p.m. in the Building 13 auditorium. See attached.
 - B. The Developmental Education Study Team is hosting a 2015 Fall Follow-Up Workshop titled "Best Teaching Practices: Developmental Education 101", on Oct. 16, 2016 from 11 a.m. to 2 p.m. in Founders Hall. See attached.
- IV. Officer Reports
 - A. President
 1. AACC Pathways Project: The Academic Senate was asked by the VP of Instruction earlier this month to study possible participation in the American Association of Community Colleges (AACC) Pathways Project. Since the deadline for the

application was September 21, the Academic Senate Executive Board was asked to act on behalf of the full Senate. Dan Smith and Jeff Archibald studied the proposal, and discussed it with President Scroggins, VP Instruction Irene Malmgren and VP Student Services Audrey Yamagata-Noji. The project partners include Achieving the Dream, the Aspen Institute, and five others; the senior advisor is Kay McClenney. This created reservations about the intentions and expectations of AACC, as did the accompanying questionnaire. However, the proposal itself involves sending five Mt. SAC personnel (including two faculty members) to six institutes over the next three years. The college would absorb the costs of airfare, transport, parking and some meals, but the AACC would cover the rest. The application process is competitive, so there is no guarantee that Mt. SAC would be selected. The 30 school teams selected from the ten “focus” states would discuss how to build better pathways, and develop open-source materials for general use. Most of the September 17 Exec Board meeting was spent discussing the topic, during which President Scroggins answered all questions and concerns. The motivation to participate includes the desire to have Mt. SAC help lead such initiatives, and to work with faculty in doing so. The President also assured the Exec Board that if the conclusions or directions from AACC were not appropriate for Mt. SAC then the college would not pursue them. After further discussing the issue the Executive Board voted non-unanimously to support an application to the AACC Pathways Project.

2. Academic Mutual Agreement Council: The committee met on September 14 and discussed the following:
 - a. Faculty Transfer between departments – The issue of how a full-time faculty member might be transferred between departments, and whether that should involve an open hiring process or not was discussed. It was agreed that the Faculty Association needs to be consulted.
 - b. OEI Update – Information was provided on the status of the Online Education Initiative. It is being piloted at six community colleges, with seven other colleges adopting the system outright. The VP Instruction expressed concern that we do not currently have the regular student/professor contact monitoring necessary to allow verification of compliance with online educational regulations. This issue may need to be negotiated in order to proceed.
 - c. AACC Pathways participation – The concerns raised by the Executive Board were shared. Several managers are writing portions of the application; the possibility of having faculty not only view but contribute was raised.
 - d. AP 4100 Graduation Requirements for Degrees and Certifications– After discussing whether to accept the recommendation of the Senate that AP 4100 be deleted without first revising BP 4100 (on the same topic), it was agreed that the AP would be eliminated once the BP was updated.
 - e. Statewide Plan Update – The credit SSSP plan is at the SSSP Advisory Committee for edits, and will be reviewed at SP&S on September 21. There was no update on the noncredit SSSP plan, but the VP Instruction will provide one later. The due date of the Student Equity plan has been moved to December 18. In order to meet the new November 9 deadline for the Student Equity committee to complete the plan it was mutually agreed to appoint a 7-person writing team with managers, classified and three faculty members.
 - f. ABE Hire followup – The college appeared to be under the impression that the Academic Senate had agreed to not proceed with the hire, which is not the case. The Senate reiterated the position that the extra hires for Mathematics, English and Psychology were predicated upon conforming to the hiring priority list mutually agreed to, which includes

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- the ABE hire at position #13. The decision as to whether the college can hire the position mid-year or must wait until next year was raised. The VP Instruction will clarify the issue with the President.
- g. Enrollment Update – The latest enrollment figures for fall 2015 were shared. It was also noted that an electronic means to inform students of openings is now available. It is hoped that we are able to capture growth of 812 FTES this academic year.
 - h. Expansion of Evening Course Offerings and Services – Several ideas have been discussed, including a Basic Skills Academy, CTE Cohort, clustering offerings in the same building during the evening, and housing a night-time counselor in building 26.
3. Accreditation Steering Committee: The committee met on September 4 and discussed the following:
 - a. Reviewed the committee’s Purpose and Function statement and membership
 - b. Reviewed training and committee plans for the upcoming academic year
 - c. Discussed a letter from ACCJC noting that the CTE job placement goal of 25%, part of Mt. SAC’s Institution-Set Standards, was considered too low.
 4. Budget Committee
 - a. The committee met on September 2 and discussed the following:
 - i. Reviewed the proposed 2015-16 Adopted Budget
 - ii. Communicating budget issues to the campus – After discussion it was agreed that a renewal of budget presentations on Flex Day, and emails to the campus regarding budget issues tied to the Budget Calendar would be helpful. Additional ideas were encouraged.
 - iii. Requested reports from the vice presidents on the Budget Committee to assess the New Resources Allocation process
 - iv. Considered changes to BP and AP 6250 Budget Management as well as BP 6200 Budget Preparation. A work group consisting of Dan Smith, Rosa Royce and Martin Ramey was tasked with discussing the issues prior to the next meeting to review the documents and clarify the issues.
 - b. The next committee meeting was on September 16. The committee heard a report on the New Resources Allocation process, and make recommendations regarding the proposed revisions to BP and AP 6250 Budget Management as well as BP 6200 Budget Preparation. Details of this meeting will be in the next report.
 5. Equivalency Committee: The first meeting of the committee will be on September 28.
 6. Institutional Effectiveness Committee: The committee met on September 9 and discussed the following:
 - a. The Vice-President’s PIE form went out last week.
 - b. The Institutional PIE form is being finalized. It allows locking and unlocking of fields, and seeks to preserve program-level detail in the online listing by allowing for compression or expansion of detail in each category.
 - c. Reviewed the Process Map of Integrated Planning. Changes were recommended, which will be examined at the next meeting.
 7. President’s Advisory Council: PAC met on September 9 and discussed the following:

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- a. Smoking on Campus – After discussion, Dave Wilson was tasked with suggesting revisions to the APs and BPs addressing smoking, and bringing them back to PAC for review.
 - b. Campus WiFi Update – The capacity of each area is constantly being upgraded, and a WiFi coverage map was presented.
 - c. BP 3550 Drug-Free Environment and Drug Prevention Program – The final version was presented as an information item.
 - d. Mission Statement review – The President presented a revised proposal, and asked that the constituent groups review it. The feedback will be discussed at PAC in a month.
 - e. Committee Goal and Progress reports – The reports from Campus Equity and Diversity, Professional Development Council and the Voices committees were shared as information items.
8. Senate Awards Deadlines
- a. Exemplary Award: November 10, 2015
 - b. Hayward Award: December 30, 2015
 - c. Diversity Award: February 8, 2016
- B. Vice President: No report
- V. Legislative Liaison (ASCCC Delegate) Report: No report
- VI. Faculty Association
- A. Faculty Vacancies and Positions
1. Faculty Governance Committee and Task Forces: Faculty are needed to serve on the FA Government Committee and three task forces: Faculty Role in Sexual Violence Reporting and Prevention Task Force; the CTA Strategic Plan and the Bullying Task Force.
 2. Negotiations Team Shadows: In addition, volunteers are needed to serve as shadows to the Negotiations Team. The deadline to sign up as a shadow is tomorrow, Sept. 25.
 3. Conference Delegates and Attendees: Faculty members are encouraged to serve as delegates to the CCA Fall Conference, Oct. 16-18 in San Jose, CA. Eight positions are available for faculty members. Faculty members are also invited to attend the CTA GLBT Issues Conference, which is Nov. 13-15, also in San Jose. Anyone interested in any of these positions or conferences should contact Eric Kaljumagi at kaliiumagi@msac-fa.org.
 4. 2016-17 Faculty Negotiations Survey: An online survey is planned for release in October to identify issues. Items to be included on the survey may be forwarded to Eric Kaljumagi at kaliiumagi@msac-fa.org.
- C. Adjunct Evaluations: Changes to the current FA contract with the District are still being finalized by HR. Meanwhile, evaluations are due of adjuncts, so the FA will be holding trainings on Oct. 5 and 8 for department chairs to review the new requirements, especially for those adjunct professors with rehire rights.
- D. Putting on the Hits: The FA is hosting a fundraiser on Oct. 26 at BJ's in Covina. Fifteen percent of all food and soft drink sales sold that night (with presentation of the FA flyer) will go to the FA's scholarship fund.

- VII. Associated Students Report: None
- VIII. Council/Committee Reports
 - A. Curriculum & Instruction Council:
 - 1. Committees
 - a. Continuing Education - Minutes: None
 - b. Distance Learning - Minutes: April 28, 2015 and May 12, 2015
 - c. Educational Design - Minutes: September 1, 2015 and September 8, 2015
 - d. Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
 - e. Equivalencies - Minutes: June 1, 2015
 - f. Outcomes - Minutes: May 19, 2015
 - 2. Curriculum & Instruction Council Information Items:
 - a. Content Review Pre-requisites and Co-requisites Report to the Chancellor's Office. See attached.
 - b. EDC Prescreen Quick Check – See attached
 - c. EDC Style Sheet – See attached
 - d. Carnegie Units: Updated Units to Hours – See attached
 - e. EDC membership – Additional members are needed from the Arts, Natural Sciences, Tech and Health and Business Divisions
 - 3. Educational Design Committee
 - a. Consent Agenda: 4 –year review
 - i. ADJU 13 Concepts of Traffic Services
 - ii. ADJU 2 Principles and Procedures of the Justice System
 - iii. ADJU 6 Concepts of Enforcement Services
 - iv. AGAN 2 Animal Nutrition
 - v. AGOR 57 Power Train Repair
 - vi. AGOR 72 Landscape Hardscape Applications
 - vii. ARTD 15A Drawing: Beginning
 - viii. ARTD 15B Drawing: Intermediate
 - ix. ASTR 8 Introduction to Stars, Galaxies, and the Universe
 - x. BIOL 1 General Biology
 - xi. BIOL 15 Human Sexuality
 - xii. BIOL 15H Human Sexuality - Honors
 - xiii. BS ABE02 Adult Basic Education
 - xiv. BS ABE04 Guidance and Orientation to Special Programs
 - xv. BS ABE05 Career Development
 - xvi. BS LRN03 Math Skills Review

xvii.	BS LRN50	Learning Support Laboratory
xviii.	BS LRN76	Improving Reading Comprehension
xix.	BS MTH02	Developmental Math Concepts
xx.	BS TR01	All Subject Tutoring
xxi.	CHEM 50	General Chemistry I
xxii.	CHEM 50H	General Chemistry I - Honors
xxiii.	ELEC 74	Microcontroller Systems
xxiv.	ENGL 81	Language Acquisition
xxv.	FASH 12	Clothing Construction II
xxvi.	FASH 22	Fashion Design By Draping
xxvii.	FIRE 1	Fire Protection Organization
xxviii.	FIRE 13	Principles of Fire and Emergency Services Safety and Survival
xxix.	FIRE 4	Building Construction for Fire Protection.
xxx.	FIRE 5	Fire Behavior and Combustion
xxxi.	FIRE 8	Fire Company Organization and Management
xxxii.	HRM 91	Hospitality Work Experience
xxxiii.	KINF 53	Physical Training for the Basic Fire Academy
xxxiv.	KINL 18	Weight Training for the Physically Limited
xxxv.	KINL 2	Physical Fitness for the Physically Limited
xxxvi.	KINX 18	Golf - Men
xxxvii.	KINX 19	Golf - Women
xxxviii.	KINX 26	Softball - Women
xxxix.	KINX 30	Swimming - Women
xl.	KINX 49	Water Polo - Women
xli.	MUS 20A	Elementary Voice
xlii.	MUS 21	Advanced Voice
xliii.	MUS 29	Choral Workshop
xliv.	PSYC 33	Psychology for Effective Living
xlv.	VOC AGN51	Animal Handling and Restraint
xlvi.	VOC AGR52	Hydraulics
xlvii.	VOC BM20	Principles of Business
xlviii.	VOC EL54B	Industrial Electronic Systems
xliv.	VOC EST54	Cable Wiring Standards
i.	VOC IHSS	In-Home Support Services
ii.	BIOL 50	Biology Basic Skills

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- lii. RAD 31 Fluoroscopy and Radiobiology
 - liii. AGLI 14 Swine Production
 - liv. AGLI 16 Horse Production
 - lv. AGLI 17 Sheep Production
 - lvi. AIRC 30 Heat Load Calculations
 - lvii. AIRC 34 Advanced Mechanical Refrigeration
 - lviii. ANAT 40A Human Prosection
 - lix. ANAT 40B Human Prosection
 - lx. BIOL 34 Fundamental of Genetics
 - lxi. BIOL 34L Fundamentals of Genetics Lab
 - lxii. LATN 1 Elementary Latin
 - lxiii. LERN 81 Improving Writing
 - lxiv. MUS 15 Rock Music History and Appreciation
 - lxv. PLGL 30 Introduction to Paralegal/Legal
 - lxvi. PSYC 19 Abnormal Psychology
 - lxvii. VOC PHO18 Portraiture and Wedding Photography
- b. Consent Agenda: Modified Courses
 - i. MUS 15H Rock Music History and Appreciation - Honors
 - ii. VOC AR222 Advanced Digital Design, Illustration and Animation
 - c. Consent Agenda: New Courses
 - iii. VOC CS10 Office Skills: Mirrors CISB 10: Skills necessary to work in an office setting including: alpha and numeric keyboarding, email etiquette and standards, electronic calendaring, ten-key, composing, formatting and storing business documents, telephone techniques.

B. Student Preparation & Success Council Report: None

C. Professional Development Council Report:

1. Professional Development Council met on 9/10/15

a. Action items:

- i. PDC reviewed the Purpose and Function; and has recommended moving the recommendation of Salary Schedule Credit (formerly Salary Advancement Credit) to Faculty Professional Development Committee.
- ii. PDC will implement a second campus-wide book discussion. Tentative schedule is to have one discussion Winter 2016, and another book discussed Spring 2016.

b. Discussion:

- i. From FPDC: Thank you to President Scrogins for the following support of faculty professional development: Ongoing commitment to fund PT faculty for up to 2 hours of FLEX training. The numbers of PT faculty aware and attending activities are rising with each FLEX day. Ongoing commitment to fund faculty conference and travel with

\$100,000 annually. Faculty conference and travel is vital to faculty training and funds are currently available to all faculty, both PT and FT, to receive the training that they require for their professional development. With the 33% of POD conference and travel funding, faculty funds POD manages total \$125,700 to spend in 2015-16.

- ii. FLEX day: activities, attendance, and evaluations: summarized: FLEX day was very successful this year, and had high enrollment numbers in all advertised activities. A few activities such as department meetings and Title V workshops are not captured here; so the total attendance and participation is underestimated.
 - iii. FPDC meeting time changes- FPDC will now meet twice a month during academic months in order to manage workload. Meeting times are the second and fourth Thursdays of the month from 2:30-4:15 PM.
 - iv. Department chair training: workshops, attendance, and evaluations: Faculty professional development funds supported Tammi Sicard, a consultant, who did Conflict Resolution. Workshops were well received. Most department chairs were experienced, only a few are new chairs. There are 49 chairs and most were captured in the training. Several did not know about the training, and would like some offerings in the semester. Perhaps some directed training or mentoring of new chairs by experienced chairs would be desirable.
2. Faculty Professional Development Committee Report.
- a. Action items:
 - i. FPDC agreed to take on the SSC (SAC) recommendations. This has been a role FPDC has played last year, as PDC delegated it.
 - ii. Reviewed two courses for SSC, and recommended them to Salary and Leaves.
 - b. Discussion:
 - i. Discussed Purpose and Function; and mission creep of the committee: in addition to adding in SSC determinations, a potentially more active role in FLEX planning and implementation. Familiarized four new members with the role of the committee.
 - ii. Discussed draft FLEX task force recommendations and their implications. FPDC is scheduled to work on a plan for FLEX in October and to see how to accomplish the recommendations.
 - iii. Discussed Faculty Professional Development Budget and expenditures to date.
 - iv. Discussed Fall FLEX evaluations. Use of results on 9/24.
 - v. Discussed department chair training. Use of results on 9/24.
 - c. Future agendas:
 - i. Faculty needs survey planning (scheduled for 9/24/15)
 - ii. FIG funds and uses; review processes and projects.
 - iii. FLEX plan and timeline development
 - iv. Faculty Professional Development Plan (long-term)

IX. Action:

- A. Close Nominations for Secretary: A Motion to Close Nominations was made, seconded, and approved unanimously.
- B. Conduct Election for Secretary: Martin Ramey was elected to complete the remainder of Michelle Sampat's term.

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- C. Close Nominations for Senator At Large: Vicki Greco, Dana Miho, and Bruce Nixon were nominated. A Motion to Close Nominations was made, seconded, and approved unanimously.
 - D. Conduct Election for Senator At Large: Bruce Nixon was elected to fill Fawaz Al-Malood's term (2015-2016) and Dana Miho was elected to fill Martin Ramey's term (2015-2017).
 - E. Proposed Substitution for Senate Outcomes 2014-2015 (amended) -- see attached.
 - F. 2014-15 Year End Report: A Motion to Approve was made, seconded, and approved unanimously.
 - G. 2+2+3 Letter of Support Community Colleges Pathway to Law School: A Motion to Approve was made, seconded, and approved unanimously.
- X. Discussion:
- A. Conduct Election for Senator At Large: Bruce Nixon was elected to fill Fawaz Al-Malood's term (2015-2016) and Dana Miho was elected to fill Martin Ramey's term (2015-2017).
 - B. SP&S: Basic Skills Coordinating Committee Purpose and Function Statement (Jeff Archibald x5434): This item was discussed.
 - C. Academic Senate 2015-16 Goals and Strategic Objectives (Jeff Archibald x5434): This item was discussed.
 - D. Creation of LGBTQ Task Force (Jeff Archibald x5434): This item was discussed. A Motion to Suspend the Rules to promote this item to an Action Item was made, second and unanimously. A Motion to create the task force (to be comprised of interested faculty members and open to students) was made, seconded and approved unanimously.
 - E. Creation of Task Force on State Work Force Task Force Report (Jeff Archibald x5434): This item was discussed. A Motion to Suspend the Rules to promote this item to an Action Item was made, second and unanimously. A Motion to create the task force was made, seconded and approved unanimously.
 - F. Creation of Campus-wide Reassigned Positions Task Force (Jeff Archibald x5434): This item was discussed. A Motion to Suspend the Rules to promote this item to an Action Item was made, second and unanimously. A Motion to create the task force was made, seconded and approved unanimously.
 - G. Creation of Task Force on Senate Role in Noncredit, Continuing Education, and Community Education (Jeff Archibald x5434): This item was discussed.
 - H. Creation of Task Force on Learning Communities (Jeff Archibald x5434): This item was discussed.
- XI. Information/Announcements: Surveys have been sent out for faculty to complete for Putting on the Hits.
- XII. Adjournment: 12:58 p.m.