



Minutes

Academic Senate Meeting

October 8, 2015

Present: Jeffrey Archibald, Maria Azpeitia, Chris Briggs, Jared Burton, Holly Cannon, Kate Cannon, Danny Cantrell, Scott Childress, Tim Engle, Sun Ezzell, Scott Guth, Lance Heard, Tony Henry, Jennifer Hinostroza, James Hutchinson, Eric Kaljumagi, Tiffany Kuo, Erica Ledezma, Jenny Leung, Charis Louie, Regina Martinez, Rasool Masoomian, Jean Metter, Beta Meyer, Dana Miho, Amy Nakamura, Bao-Chi Nguyen, Julie Perez-Garcia, Martin Ramey, Eloise Reyes, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Yvette Santillan, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Chan Ton, Tyler Trull, Janet Truttmann, Iona Uiagalelei, Chisato Uyeki, Liz Ward, Shari Wasson, and Dan Wheeler.

Absent: Daniel Anderson, Barry Andrews, Joe Denny, Marlene Gallarde, Dan Garcia, Jaime Hooper, Luisa Howell, Billie Lynes, Richard Myers, Bruce Nixon, Paul O'Brien, Bob Perkins, Rebecca Walker, and Tina Ziolkowski.

Guests: Mercedes Tseng (journalism student); Sorakphykun (Sara) Bunthon, Faculty Relations Representative from Associated Students; and Emily Woolery.

- I. Call to Order: The meeting was called to order at 11:20 a.m.
- II. Consent Agenda: A motion to approve was made, seconded, and approved unanimously.
 - A. Approval of Minutes of September 24, 2015
 - B. C&I Report of September 24, 2015
 - C. Educational Design Committee Appointment: Robert Bowen (Arts)
 - D. SSSP Advisory Committee Appointment: Sun Ezzell (AWE Facilitator)
 - E. LGBTQ Task Force Chair Appointment: Jeff Archibald
 - F. International Students Advisory Committee Appointment: Allen Wang
- III. Public Comment: None.
- IV. Officer Reports
 - A. President:
 1. Academic Mutual Agreement Council: The committee met September 28. The following items were discussed:
 - a) The college is working with the Chancellor's office to determine whether Title 5 restricts the college from collecting apportionment monies for students served by tutoring.
 - b) Syllabus Task Force and Syllabus Guidelines – The college expressed interest in using the Senate's syllabus guidelines for documenting compliance with accreditation expectations. The college asked if the division of specifics between the recommended guidelines and the sample syllabus could be eliminated by consolidation. The Senate will repeat the distribution of the guidelines and consider the revision of these guidelines.
 - c) Senate Executive Board Members – Results from the recent special election were shared with the college. Managers will be notified as to reassigned duties/time for impacted positions.
 - d) Hiring of Classified Employee for Academic Senate – The restrictions on Senate student workers that prevent them from updating web pages and accessing governance documents on QuickR were presented. Laura Martinez will help find an appropriate CSEA 262 classification, which would likely be an hourly person to perform this work. Senate was asked to document duties and hours needed and present this by October 15.

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- e) Adult Basic Education (ABE) Hire – The administration proposed to treat the position as a failed search and hire the full-time ABE professor for next fall without going through the prioritization procedure. This was mutually agreed to.
2. Accreditation Steering Committee: The committee met on October 2. Details from this meeting will be in the next report.
 3. Budget Committee: The committee met on September 16 and discussed the following:
 - a) New Resources Allocation process report – The VPs of Instruction, Student Services and Administrative Services each discussed the New Resources Allocation process. The integration and the clarity of the process have notably improved, though several improvements were suggested.
 - b) BP/AP 6250 - The committee also reviewed proposed minor revisions to BP and AP 6250 Budget Management. No changes were suggested for BP 6200. A subcommittee was tasked with making a recommendation on any changes by October 7. This may come back to the Senate for consideration in the future with respect to changes made to clean up language in the proposed draft.
 4. Curriculum and Program Planning Committee: The committee met on September 28. However, no faculty attended. Dan Smith has asked that any item assigned as a function of the committee be directed elsewhere. The changes to the committee raise shared governance issues that need to be further addressed. In addition, the following were discussed:
 - a) Purpose and Function Statement – The committee reviewed its original document and recommended to C&I that existing bodies might address the same issues, tied to the Curriculum and Program Planning functions.
 - b) New Program Rubric – The committee asked that C&I address the rubric. A newer version of the rubric to evaluate new program proposals first presented last semester has already been added to the C&I agenda.
 5. Equivalency Committee: The committee met on September 28 and discussed the following:
 - a) Previously reviewed requests – A handout was provided listing the outcome of all of the 23 submissions received last academic year.
 - b) Expiring equivalencies for 2015-16 – Eleven equivalencies will expire at some point during the current academic year.
 - c) 2015-16 Committee Goals – The committee updated the goals for the coming year.
 - d) AP 7211 Revision –C&I believes that a revision to AP 7211 may be necessary. There is a question of whether an equivalency determination is appropriate at the time of hire or at the time of interviewing. The committee asked for more information.
 - e) New submission: Accounting equivalency – The department asked for a renewal of its equivalency. However, the language from AP 7211 was not incorporated, and the committee returned the proposal to the department for revision.
 6. Institutional Effectiveness Committee: The committee meeting set for September 23 was cancelled. The next meeting will be on October 14.

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7. President's Advisory Council: PAC met on September 23 and discussed the the Committee Summary Review and Committee Goal and Progress Reports. The status of the Curriculum and Program Planning committee was restored to Active. Reports from the Employee Wellness, Student Equity and Facilities Advisory committees were discussed. The latter sparked a discussion on the topic of gender-neutral restrooms planned for the new buildings. While the state will not compensate the college for building such restrooms, it was agreed that further consideration of the topic is warranted.
 8. State Senate Awards. Several awards will be soliciting nominees:
 - a) Exemplary Program Award: Recognizes outstanding community college programs. Up to two college programs receive \$4,000 cash prizes and a plaque; up to four colleges receive an honorable mention and a plaque. The call for nominations goes out in October. Due November 10, 2015.
 - b) Hayward Award: This award is conferred upon four faculty members annually who have been nominated by peers from their college. The award honors outstanding community college faculty who have a track record of excellence both in teaching and in professional activities and have demonstrated commitment to their students, profession, and college. One part-time faculty member from Areas A and D and one full-time faculty member from B and C will be recognized and be awarded a cash prize of \$1,250 each. Due December 30, 2015.
 - c) 2016 Norbert Bischof Faculty Freedom Fighter Award (NBFFF): The NBFFF is presented to faculty leaders who have exhibited exceptional leadership skills by helping to maintain a healthy and functional system of governance or by having demonstrated exceptional courage and effectiveness in support of the adopted principles and positions of the Academic Senate. Due February 1, 2016.
 - d) Stanback-Stroud Diversity Award: The Stanback-Stroud Diversity Award honors faculty who have made special contributions addressing issues involving diversity. Liesel Rhinehart from the Communications Department is a previous winner. One person receives a cash award of \$5,000 and a plaque. A call for nominations goes out in December. Due February 8, 2016. More information is available at <http://www.asccc.org/awards>.
 9. Other Business: The Senate will be submitting a faculty member to serve on the Board of Governors.
- B. Vice President: No report
- V. Legislative Liaison (ASCCC Delegate) Report:
- A. Plenary Followup from Last Spring: The college is doing well on the ASCCC's recommendation regarding soliciting campus recipients for awards and submitting them in a timely manner.
 - B. Update Paper Textbook Issues: This is an encouragement from the ASCCC to consider quality, online open educational resources for adoption in classes.
 - C. Establish Local CTE and Noncredit Liaison Positions: ASCCC encourages Academic Senates to have a CTE liaison to facilitate communication between the local Senate, the state Senate and local CTE faculty. A similar recommendation was made for a noncredit liaison.
 - D. Pending Legislation:
 1. AB 288 - Dual Enrollment: This legislation would allow the District to partner with local high schools to create pathways for CTE programs or transfer students.

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2. AB 798 - Bonilla College Textbook Affordability Act: This bill attempts seeks to reduce textbook costs by encouraging faculty members to adopt open educational resources in their classes.
 3. SB 42 – Liu Postsecondary Education: This bill would create the Office of Higher Education Performance and Accountability. The bill is concerning as there is no requirement that any of the 8 members be faculty members.

VI. Faculty Association

A. Faculty Vacancies and Conferences

1. Faculty Positions Available: The FA has several committee and task force positions available that need to be filled, including the Faculty Professional Development Committee, the Lab Parity Committee, the FA Governance, the Bullying Task Force and the Faculty Inquiry Groups Task Force. Anyone interested in any of these should contact the FA President at kajumagi@msac-fa.org.
2. CCA Fall Conference: The CCA Fall Conference is October 16-18 in San Jose. This conference brings together college faculty from many CA community colleges and covers issues related to membership and member engagement. Delegates for the college are Linda Chan, Luisa Howell, Eric Kaljumagi, Al Kirchgraber, Joan Sholars, Dan Smith, and Tuan Vo.
3. Association 101 Workshop: Service Center One (CTA) is offering a three-hour workshop in Monrovia on 17 October that explains how CTA works and the benefits of being a member. Breakfast and a \$20 gift card will be provided for attending. Contact Edna Gonzalez at egonzalez@cta.org by October 13 for more information.

B. 2016-17 Negotiations Survey: The online survey for potential negotiation items is planned for release later this month.

C. Contract Availability: The FA has received a draft copy of the new contract to edit. Electronic and hard copies should be available by Thanksgiving.

D. Student Achievement Fund Event: The FA will host a scholarship fundraiser at BJ's Brewery in West Covina on Oct. 26.

VII. Associated Students Report

A. Silent Auction: October 1, 2015.

B. AS Senate Meetings: The AS Senate met on Sept. 29 to discuss funding proposals from several student clubs and held a workshop to raise awareness of students' learning outcomes, and the Associated Students' role and participation in accreditation.

C. Upcoming Events: Moment of Silence (Oregon Campus Shooting), Oct. 8, 11 a.m.; Halloween Costume Contest, Oct. 29, 2015.

D. AS Initiatives: The AS is conducting a campus survey to improve campus WiFi. The link for the survey can be found at: <https://www.surveymonkey.com/r/NNJ7Q7V>.

VIII. Council/Committee Reports

A. Curriculum & Instruction Council:

1. Committees

- a. Continuing Education - Minutes: None
- b. Distance Learning - Minutes: None

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- c. Educational Design - Minutes: September 15, 2015 and September 22, 2015
 - d. Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
 - e. Equivalencies - Minutes: None
 - f. Outcomes - Minutes: September 1, 2015
2. Curriculum & Instruction Council Information Items: None.
 3. Educational Design Committee
 - a. EDC Purpose, Function: No changes were made to the C&I Council's purpose or function statement. Only changes as proposed in the Action Item below were made.
 - b. New Fee-Based Course Offerings: A new course in Beginning Blackjack was approved by the Board of Trustees for approval beginning Summer 2015.
 - c. Consent Agenda: Includes courses in four-year review (CHEM 51, READ 100, BIOL 21, FASH 21, AGOR 73, ARTG 21B, ARTG 22A, ARTS 99, LERN 49 and MATH 50) and modified courses (ADJU 5, ADJU 59, ADJU 74, FIRE 100, NF 25H, PSYC 15, FASH 25 and BS LRN06). There are several new courses including RAD 70, 71, 72, 7A, and 7B that were created to support the CT Certificate, below. Other new credit courses include CHEM 51H. New non-credit courses include BS ASVB2, BS HCM 1, VOX EST 51, VOC FDB1, VOC EST53 and VOC FDB2. See C&I Council Report, Oct. 1, 2015 for description of courses.

B. Student Preparation & Success Council Report: No report. Work continues on the SSSP plan. The report should be on the agenda for the next meeting. Jeff will move to suspend the rules to approve this on October 22 to make the Chancellor's Office upcoming deadline. Copies of the Credit SSSP Plan will be sent by e-mail.

C. Professional Development Council Report:

1. POD moved back to Building 6, Suite 140-148. Hours: M-F, 8:30 a.m. – 5:30 p.m. There is still Conference and Travel money left for faculty to apply.
2. Faculty PDC met on September 24 and discussed salary schedule credit recommendations, recommending two workshops including CCC Confer and WestLAWNNext. The contract has changed the types of courses that will qualify, with previous coursework being grandfathered. Workshops currently planned for POD, though January 2016, should still qualify for column crossover. Future units will need to be obtained on a credit basis. More clarification regarding the changes will be forthcoming once the contract language is finalized.
3. FIGs have stalled. There are applications pending and everyone is looking at the process to suggest improvements to the process. Meanwhile, a subcommittee has formed to review pending applications and to move them along while improvements are identified.

IX. Action:

- A. Basic Skills Coordinating Committee Purpose and Function Statement: A motion to approve was made and seconded. A discussion occurred. Chisato Uyeki made an amendment to change the General Education at Large position to a Faculty Member at Large. The amendment was followed by discussion, and the amendment was approved unanimously. The original motion was also approved unanimously.
- B. Academic Senate 2015-16 Goals and Strategic Objectives: A motion to approve was made and seconded and the motion was approved unanimously.
- C. Creation of Task Force on Senate Role in Noncredit, Continuing Education, and Community Education: A motion to approve was made and seconded and the motion was approved unanimously.

- D. Creation of Task Force on Learning Communities: A motion to approve was made and seconded. A discussion occurred and the motion was approved unanimously.
- X. Discussion:
- A. C&I: Noncredit SSSP Plan (Michelle Sampat x6711): This item was discussed.
 - B. C&I: Computed Tomography Certificate (Michelle Sampat x6711). This item was discussed.
 - C. Curriculum & Instruction Council Purpose, Function & Membership Statement (Michelle Sampat x6711). This item was discussed.
 - D. College Mission Statement Revisions (Dan Smith x5436). This item was discussed.
 - E. Sustainability Task Force (Chisato Uyeki x4257). This item was discussed.
- XI. Information/Announcements:
- A. Campus Safety: The President would like to address the Senate to address the recent shooting at the Umpqua Community College. The Executive Board will consider inviting the President to the next Senate meeting on Oct. 22.
 - B. Faculty Hiring Requests: The Senate received approximately 70 applications to hire full-time faculty members that will go through the prioritization process. There are two sessions planned for Oct. 9 and the 23 to review the process for new members and then to rank those.
 - C. Planned Events: The Faculty Association is hosting a tea in Founders Hall on Oct. 28, from noon to 3 p.m., to celebrate Campus Equity Week – all are invited. The Agriculture Department will host its annual Fall Into Ag event, Oct. 29 and 30, from 4:30 to 7:30 p.m. The Chemistry Department is hosting a Family Science event from 10 a.m. to 2 p.m. on October 14, 2015.
- IX. Adjournment: 12:14 p.m.