Minutes

Academic Senate Meeting

April 21, 2016

Present: Hansel Alvarez, Barry Andrews, Robert Augustus, Maria Betancourt, Chris Briggs, Matthew Burgos, Jared Burton, Holly Cannon, Daniel Cantrell, Kwun Hung Cheung, Scott Childress, Joe Denny, Lance Heard, Tony Henry, Jennifer Hinostroza, Jaime Hooper, Luisa Howell, Eric Kaljumagi, Tiffany Kuo, Jenny Leung, Regina Martinez, Rasool Masoomian, Jean Metter, Beta Meyer, Dana Miho, Donna Necke, Bao-Chi Nguyen, Julie Perez-Garcia, Robert Purcell, Martin Ramey, Eloise Reyes, Hector Sanchez, Michael Sanetrick, Lina Soto, Melody Summers, Chan Ton, Janet Truttmann, Chisato Uyeki, Rebecca Walker, Liz Ward, Shari Wasson, Dan Wheeler, and Shelby White

Absent: Jeffrey Archibald, Kate Cannon, Tim Engle, Sun Ezzell, Scott Guth, Erica Ledezma, Charis Louie, Billie Lynes, Charles Merward, Richard Myers, Amy Nakamura, Bruce Nixon, Paul O'Brien, Bob Perkins, Michelle Sampat, Joan Sholars, Dan Smith, Tyler Trull, and Tina Ziolkowski

Guest: Michael Castellanos, Associated Students Faculty Relations

I. Call to Order: The meeting was called to order at 11:24 a.m. Dan Smith and Jeff Archibald are absent due to Spring Plenary and other commitments. Today's meeting is being run by Martin Ramey, Secretary. *Special thanks to Luisa Howell for assisting with minutes for today's meeting*.

II. Consent Agenda: A motion to approve the Consent Agenda was made, seconded and approved unanimously.

III. Public Comment:

Dan Weaver from Learning Assistance announced that there will be an Author's Chair Night showcasing student writing, Thursday, June 2nd at 6:30 p.m. in 6-160. All invited for coffee, tea, treats and a fun evening as students take the author's chair. The LAC is also requesting donations of K – 6 books that they will give away to kids at Summer Reading for Kids. Donations are accepted until the end of the semester.

IV. Officer Reports

A. President:

1. Academic Mutual Agreement Council: The council met on March 28 and discussed the following:

a) Coordinator Update – The open coordinator positions were discussed. The Learning Lab coordinator duties may be changed; The VPI will review the duties and may suggest changes. The Honors Coordinator LHE will be reflown, with the assumption that the reassigned time will remain the same. Dan Smith will also follow up on the TPI Coordinator position, to determine if there are still competing candidates.

b) Non Credit and Adjunct Committee Pay Guidelines – The contract language does not specify which committees and bodies mandate pay for those adjunct serving on them, but the Faculty Association has noted the previous practice. The option of an MOU to delineate these practices was discussed but not ultimately recommended. Instead it was agreed to reassert previous practice: Noncredit and Adjunct faculty are to be paid when the seat is designated for such representatives, or the professor has been elected to a position. Hiring committees are not compensated for.

c) Faculty Hiring Update – Five more positions were agreed upon. The possibility of a revised FON allowing for five additional hires was discussed. Irene Malmgren will take the figures to the President and explore the issue.

d) Counseling Reporting Structure – The college intends to have noncredit counselors report to Directors. When presented with the concern of counselors that they do not all meet together, Audrey Yamagata-Nogi indicated that in fact they already do so.

e) Areas of Emphasis Degrees – There are 11 such degrees in total. Some are primarily from one department, but many cross both programs and divisions. The questions of who will do PLO mapping, "own" the degree, and recall task forces to revise the degree were brought up. Irene Malmgren will take the issues to the deans.

The meeting set for April 11 was cancelled due to schedule conflicts. The next meeting will be on April 25.

2. Accreditation Steering Committee: The meeting set for April 1 was cancelled due to schedule conflicts. The next meeting will be on May 6.

3. Budget Committee: The committee met on April 6 and discussed the following:

a) Revision to expenditure deadline – The $4M in physical plant and instructional equipment funding for 2014-15 and 2015-16 was extended from December of each year to June 30 the following year. Unfortunately this came too late to avoid having funds intended for certain projects (including the Business building) redirected.
b) Budget Development Guide Revisions – The issue of whether the guide is meant to be a process guide (and thus a key document in accreditation) or a development guide was discussed. It was agreed that the document could be edited for clarity, and will be brought back for further discussion.
c) Communication with Campus Community – The web pages for the committee have been updated. Direction was provided as to what content needs regular updating, and what should be on the page.

4. Accreditation Standard IIID Financial Resources – It was agreed that there are no gaps in standard IIID, but improvements are possible.

5. Equivalency Committee: The committee met on March 28 and discussed the following:

a) Received the Photography equivalency returned from C&I, and reaffirmed its compliance with AP 7211 paragraph C.5.
b) Reviewed the Basic Skills equivalency (for ABE and Continuing Education) and returned it to the department with suggested changes.
c) Reviewed and approved the Radio-Television equivalency (for the Media Production and Broadcasting Technology disciplines).
d) Noted the lack of a replacement for the Human Resources representative, and directed the Chair to emphasize the importance of the Human Resources representative with the President.

6. Institutional Effectiveness Committee: The committee met on March 23 and discussed the following:

a) Institution-Set Standards Follow-up – While updated to reflect changes since the last report, the GE Learning Outcomes are only at 63%. They should be 100% by March 31. The administration will follow up with deans to assure compliance by the end of the month.
b) Strategic Plan – Possible improvements to the plan were discussed, including a classification of each objective and its status, as well as a highlighting of key objectives. A report to PAC on changes to the plan will be needed.
c) Outcomes Update – TracDat5 will launch on April 1, with POD training sessions to follow.

The committee next met on April 13. The summary of this meeting will be presented in the next report.

7. President's Advisory Council: The council met on March 23 and discussed the following:

   a) IEPI Update – The report to be filed with the Chancellor's office was distributed, covering the items required.
   b) Anti-Bullying Task Force Update – The task force asked for a survey to be conducted, partly to help define bullying. The President asked how we intend to use this, and noted that Ed Code allows punishment for unprofessional behavior. The task force will consider the input and report at a later meeting.
   c) Campus Committee listing – The council reviewed the updated list of committees, which includes their classification as governance, operational, and so forth. No further changes were made.
   d) BP and AP 3530 Weapons on Campus – Several questions were raised, including the need to check penal code references and include exemptions for instruction (such as knives and prop guns used in the classroom). The item was postponed.
   e) AP 3255 Participation in Local Decision-Making – After discussion it was agreed to remove the committee listing from the AP, and to add references to student participation. The item will be brought back for further revisions.
   f) AP 3700 Social Media – The item was pulled to route it through the Faculty Association.
   g) Review Core Values Revision – The item was postponed.
   h) Review of BP/AP 3500 Campus Safety, BP 3525 Use of Force, and BP/AP 7600 Campus Public Safety/Campus Public Safety Officers – The item was postponed. A town hall on the subject will be scheduled.
   i) Human Resources Changes – James Czaja was placed on administrative leave. Peter Parra is the new Interim VP of Human Resources. He will act as EEO officer, but will not be involved directly in negotiations.
   j) The committee next met on April 13. The summary of this meeting will be presented in the next report.
   k) Management Screening Committee Appointments
   l) Director, EEO Programs - An all faculty call was sent out on March 24 for faculty to sit on the screening committee. Two faculty responded and were appointed: Chisa Uyeki and Michelle Stewart-Thomas.
   m) Sergeant, Police/Public Safety - An all faculty call was sent out on March 22 for faculty to sit on the screening committee. Two faculty responded and were appointed: Eric Kaljumägi and Michelle Shear.

B. Vice President: No written report. The call for nominations for the Academic Senate's Outstanding Awards has gone out. The deadline is May 6th. Nomination packets are available on the Resources page of the Senate's website. In addition, the call for Flex Day proposals was distributed yesterday to faculty through e-mail. Please respond by May 13 with suggestions for Flex Day workshops. If you have any questions regarding either the awards or Flex Day, please contact Jeff Archibald.

V. Legislative Liaison Report: No written report. Michelle is at Plenary and will submit her report upon return.

VI. Faculty Association Report:

A. FA Elections: FA Elections: Nominations for the 2016-17 Executive Board and other offices have closed, and all FA members should receive ballots in their Mt. SAC mail this week. Ballots are due April 29.
B. Reopener Negotiations: The FA and the District have recently completed their seventh negotiations session, and seven tentative agreements have been signed thus far, including improved parental and maternity leave provisions for full-time faculty. The next negotiations session will be on 6 May.
C. CCA Spring Conference and W.H.O. Awards: Richard McGowan will be honored as our local W.H.O. recipient at the CCA W.H.O. Awards and Spring Conference this weekend at the Costa Mesa Hilton. In addition, CCA elections will be held, and Mt. SAC faculty are funning for the positions of secretary, southern-adjunct-at-large director, and district director. Sixteen Mt. SAC professors will attend as delegates, and Professor Emily Woolery has been accepted into the Building Strong Locals academy.
D. FA Mission Statement: The FA has adopted its first mission statement. That statement reads "The Mt. San Antonio Faculty Association advocates for faculty, builds strong and effective coalitions, and promotes quality education for all students."

E. Faculty Appreciation Events: The FA appreciates the work of all faculty. To celebrate, we are hosting four faculty appreciation events during the month of May. These include a taco lunch on 3 May, a sandwich lunch on 9 May, a pizza lunch on 11 May, and an Asian dinner on 12 May. Faculty should RSVP if they are coming.

VII. Associated Students Report:

A. Elections Results: On Friday, April 8, the results of the Associated Students Election were presented. Team U.N.I.T.E.D. garnered the most votes. The A.S. Executive Board for the 2016-2017 academic year are Jonnatthan Ortez – President, Aneca Nuyda – Vice President, Lucky Morales – ICC Chair, Brian Moon – ICC Vice Chair, Justin Desrochers – Senate Co-Chair, Corey Case – Senate Co-Chair, and Elizabeth Santos – Student Trustee.

B. Election Reform: Currently, the Associated Students Senate is debating on bills over election reform and whether or not to eliminate our Senate Co-Chair position. We will most likely take a vote next week on the bills.

C. Budget: Today, the Associated Students Senate will complete budget deliberations for the 2016-2017 school year. We have allocated over $500,000. Any faculty or staff is invited to the meeting at 3 p.m. in the Student Council Room in Student Life for any questions or insight on the deliberations.

D. Campus Drills: Rene Jimenez, the A.S. President and I will be in contact with members of the Academic Senate to present a resolution where a mandatory campus evacuation drill shall take place at least once per semester. This is in response to the bomb threat we received recently.

E. Events:

1. Culture Fair: Wednesday - April 27th from 3:00pm-6:00pm at the 9C Patio. Over 20 clubs will participate.
2. Mountie Pride Mondays - May 9th from 10:30am to 2:30am. Faculty, staff, and students are encouraged to wear Mountie gear or Mt. SAC colors to show pride for Mt. SAC. Various activities and giveaways will take place. All faculty, staff, and students will receive a 10% discount at the Mountie Café for wearing their Mountie Gear or Colors.
3. Out for Blood Drive Results: Mt. SAC retained the "Out for Blood" Trophy by beating Cal Poly's by collecting 384 pints of blood.
4. Voter Registration Drive – Associated Students will be working to help register students in time for the upcoming presidential election. We are inviting support from faculty as well if anyone has not registered to vote.

VIII. Council Reports:

A. Curriculum & Instruction Council Report:

1. Committees:

a) Distance Learning - Minutes: February 23, 2016 and March 8, 2016
b) Educational Design - Minutes: March 8, 2016, March 22, 2016, and April 12, 2016
c) Educational Design Sub-Committee for General Education and Transfer Issues – Minutes: None
d) Equivalencies - Minutes: March 28, 2016
e) Outcomes - Minutes: December 1, 2015 and March 8, 2016

2. Curriculum & Instruction Council Information Items:

a) Career Technical Education process update: Advisory Committee minutes must be submitted with new program submissions. For new courses, course modifications, and program modifications, Advisory Committee minutes may be submitted to the Instruction Office after the meeting occurs. Department minutes must be attached to all course and program submissions.
b) Dance Families Update: Please see attached handout
c) Exploring Interest in Canvas LMS: Please see attached handout
d) 2016 CSU General Education Review Decisions: Please see attached handout

e) 2016 IGETC Review Decisions: Please see attached handout

3. Curriculum & Instruction Council Action Items:

a) FAA Aircraft Dispatcher Certificate: Attached as Action Item
b) iOS Programming Certificate: Attached as Action Item
c) Android Programming Certificate: Attached as Action Item
d) AP 4105 Articulation: Attached as Action Item

4. EDC Consent Agenda: 4 –year review

a)	DSPS LRND1	Clinical Speech Instruction
b)	CNET 62	Network+ Cert Preparation
c)	SOC 36	Asian American Communities
d)	SOC 7	Sociology of Religion
e)	FASH 10	Clothing Construction I
f)	FASH 23	Patternmaking II
g)	AIRC 26	Gas Heating Fundamentals
h)	FIRE 10	Arson and Fire Investigation

5. Consent Agenda: Modified Courses:

a)	VOC AR222	Advanced Digital Design, Illustration and Animation
b)	VOC AR121	CADD and Digital Design Media Level 1
c)	MICR 1	Principles-Microbiology
d)	AHIS 12H	History of Precolumbian Art and Architecture - Honors
e)	AHIS 12	History of Precolumbian Art and Architecture
f)	POLI 25	Latino Politics in the United States
g)	R-TV 97B	Radio/Entertainment Industry Internship
h)	DNCE 3	Ballet Performance
i)	CISP 10	Principles of Object-Oriented Design

6. Consent Agenda: New Credit Courses:

a) AERO 254 Aircraft Dispatcher Operations: Elements and techniques of aircraft dispatch operations. Includes aircraft dispatcher briefings to a simulated flight crew. This course prepares students to enter employment as a certified aircraft dispatcher in the airline industry, air-medical industry, corporate aircraft operators, and aviation weather service companies. Successful completion of this course enables students to take the Federal Aviation Administration (FAA) written, oral, and practical tests for the FAA Aircraft Dispatcher Certificate. Students who pass the FAA Aircraft Dispatcher Knowledge Test will qualify to take the FAA Oral and Practical Examination for the FAA aircraft dispatcher certificate.
b) ADJU 9 Introduction to Homeland Security: Public management policies and issues relevant to the security of the United States. Roles and responsibilities of federal, state, and local law enforcement agencies. Emphasis on the role of first responders to threats and events through theories, concepts, and case studies.
c) CISP 53 iOS Programming: Programming for iOS devices covers user interface patterns and design, connectivity, and application (app) architecture. Students must be enrolled in CISP 53L, a concurrent lab co-requisite.
d) CISP 53L iOS Programming Laboratory: User interface, connectivity, and application (app) architecture and design. Student must be enrolled in CISP 53, a concurrent lecture co-requisite.
e) CISP 54 Android Programming: Android device programming, user interface patterns and design, connectivity, and application (app) architecture with an emphasis on creating effective mobile apps. Student must be enrolled in CISP 53L, a concurrent lab co-requisite.

f) CISP 54L Android Programming Laboratory: Laboratory for Android programming user interface, connectivity, and application (app) architecture and design. Student must be enrolled in CISP 54, a concurrent lecture co-requisite.

7. Consent Agenda: New Noncredit Courses:

a) VOC CSB10 Office Skills: New course created at the request of credit to be added to the noncredit Administrative Assistant 1 and 2 certificates, replacing "computer keyboarding" course. Catalog Description: 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) VOC CSB11 Computer Information Systems: New noncredit course, created at the request of credit, accurately reflects CISB 11. Catalog Description: Overview of computer information systems including computer hardware, software, networking, programming, databases, Internet, security, systems analysis, ethics, and problem solving using business applications.

c) VOC PHO05 Digital Cameras and Composition New noncredit course, created at the request of credit, accurately reflects PHOT 5. Catalog Description: Use of digital cameras and image editing software to create well-composed, quality photographs for use in Graphic Design and other applications. Camera required after first class meeting. Field trip required.

d) VOC PHO29 Practices for Commercial Artists New noncredit course, created at the request of credit, accurately reflects PHOT 29. Catalog Description: Studio business practices for commercial artists. Small business operations, pricing services based on the licensing business model, copyright basics, project production, and estimating and invoicing. Field trips may be required.

8. Consent Agenda: Deleted Courses:

a)	KINF 10	Weight Training – Replaced by KINF 10A
b)	KINF 34	Cardiorespiratory Training – Replaced by KINF 34A
c)	KINF 38	Aerobics – Replaced by KINF 38A
d)	KINS 10	Soccer – Replaced by KINS 10A
e)	KINS 2	Basketball – Replaced by KINS 2A

9. Consent Agenda: Modified Programs:

a) Noncredit Secondary Education Certificate: Provides all courses needed to satisfy requirements for a high school diploma, which will increase future employment and higher educational opportunities. High school credits may be granted for previous equivalent courses taken at accredited institutions. A minimum of 20 residency credits must be completed at Mt. San Antonio College. Students will complete a total of 160 high school credits.

b) Administration of Justice AS: Title change from Law Enforcement to Administration of Justice to match AS-T. Added to required elective course choices: ADJU 9 and ADJU 50. Updated ADJU 10 (formerly CORS 10). Added KINF 50 to Recommended Electives. No unit change.

c) Administration of Justice Certificate: Title Change from Law Enforcement to Administration of Justice Certificate. Added to Required Elective course choices: ADJU 9 and ADJU 50. Updated ADJU 10 (formerly CORS 10). Added KINF 50 to Recommended Electives. No unit change.

B. Student Preparation & Success Council Report: The Council met on March 21 and April 4 and discussed the following items:

1. Action Items:

a) AP 5071 Student Leave of Absence – The Council is recommending deletion of this AP. In its current form, the AP allows for a one-semester leave of absence to retain catalog rights and registration priority. However, both AP 4027 Catalog Rights and AP 5055 Enrollment Priorities permit a student to retain

these for up to one year before the student would lose them. Additionally, the appeals process outlined in AP 5055 would allow a student who had exceptional circumstances to appeal the loss of registration priority. The main impetus of the AP at its genesis was to protect students in the military who may have to withdrawal due to activation, but this has been addressed in the revisions to AP 5013.

2. Information Items:

   a) SSSP Advisory Committee – Minutes of November 25 were accepted. At this meeting, the committee received updated data on the College's core SSSP services for 2014-15. 17,003 students were provided assessments, 13,992 completed an orientation either in-person or online, 15,991 students developed an abbreviated education plan, and 4,019 developed a comprehensive education plan. For early alert, 1,869 referrals were made to either counseling or tutoring services.

   b) Basic Skills Coordinating Committee – Minutes of November 12 were accepted. The committee has discussed developing a mission and vision statement. The committee also received a presentation from Barbara McNeice-Stallard on the Strengthening Student Success Conference.

   c) AP 5520 Student Discipline Procedures – The Council reviewed a substantially revised version of this AP that included the work of a small sub-group of Council members from last year. Andrea Sims and Carolyn Keys attended to discuss the major changes, which include a clarification and expansion of definitions, a significant expansion of detail in the student discipline process that should provide more clarity on the handling of issues, and changes required by reauthorization of the Violence Against Women Act and interpretations of the Clery Act regarding handling issues of stalking, sexual assault, and abuse on campus.

   d) AP 3540 Sexual Assaults on Campus – Carolyn Keys presented the substantially revised version of the AP, which has been developed by a group representing several campus constituencies. The revisions are designed to update campus policy to comply with VAWA and the Clery Act.

3. Future Topics:

   a) AP 5520 Student Discipline
   b) AP 3540 Sexual Assaults on Campus

C. Professional Development Council Report:

1. Conference and Travel: PDC reviewed the Conference and Travel budget, agreed to pool remaining resources and make the funds available to all constituencies on a first-come-first-served basis. Following past practice, up to $1500 may be requested by any applicant. Conference prior to July 1 will be fully paid, summer conferences beyond the fiscal year end will be prepaid following fiscal practice. Requests due by 4/20/16 in order to allow for processing and approval in time.

2. FPDC:

   a) FLEX Day:

      (1) FLEX evaluations and data have been tabulated
      (2) PDC reviewed FLEX evaluations and outcomes on 4/7/16
      (3) FLEX task force reviewed the FLEX evaluations on 4/12/16 and used the data to inform the FLEX RFP as well as plan for Fall.
      (4) FPDC will review FLEX outcomes on 4/14/16 (Delayed due to 3/24/16 meeting cancellation-campus evacuation)

(5) FLEX Task force (Senate) has met and determined the priorities for the RFP for FALL FLEX; and the RFP is going out shortly. Please consider offering a FLEX workshop.

b) FIG Update:

(1) A special FIG presentation will be given in the Planetarium on Friday, May 6 at 8 a.m. to showcase the faculty FIG Art and Italian project
(2) Final FIG presentations will be conducted on June 3rd from 9-11 am in 6-160.
(3) Faculty involved, direct reports, upper level managers, and PAC members will be receiving an invitation to attend.

3. Development of 2-Year Professional Development Plan:

a) PDC has reviewed the first draft of the Professional Development Plan and provided input.
b) Faculty Professional Development Needs survey is complete. Data will be used to inform planning.
c) CPDC and FPDC will continue to revise the document
d) Anticipated final review and plan completion May 2016

4. Spring Book Club Planning:

a) Book is "The Truth About Leadership" by Barry Posner. Meetings began 4/12/16 at 11:30 a.m. – 1 p.m. and will continue every Tuesday except 5/3/16.
b) Barry Posner set for Board approval 4/13/16. He will conduct a lunch session with Book Club Members on 5/23/16 and a session open to the campus community.

IX. Action:

A. Close nominations for 2016-17 Executive Board Senators at Large (2)

Nominations for these positions have been open since the last meeting. Currently nominated for the two seats are Liesel Reinhart, Veronica Alvarez, and Vicki Greco. Bao-Chi Nguyen, who was nominated at the last meeting, withdrew her name from nomination. Lina Soto, who is serving a two-year term as Director will assume the Secretary position in August. Since that position has not yet been vacated, the Executive Board will consider filling it at the beginning of the next year, when the vacancy occurs rather that at this time. Anyone interested in running for that position should consider remaining a Senator or becoming a Senator appointed by their Department and then running for the position in the fall.

No other nominations were made from the floor. A motion to close nominations was then made, seconded and approved unanimously. Voting begins tomorrow, Friday, April 22nd and runs through May 3rd at 5 p.m. Results will be announced at our May 5th meeting.

B. LGBTQ Task Force Recommendations

A motion to approve was made and seconded. A discussion occurred and the motion passed unanimously.

C. SP&S: AP 5040 Student Records, Directory Information, and Privacy

A motion to approve the recommendations was made, seconded. A discussion occurred and passed unanimously.

D. C&I: AP 4555: Athletic Special Events

A motion to approve was made and seconded. A discussion occurred and the motion passed unanimously.

E. C&I: BP 4500: Athletics

A motion to approve was made and seconded. A discussion occurred and the motion passed unanimously.

F. C&I: AP 4500: Athletics

A motion to approve was made and seconded. A discussion occurred and the motion passed unanimously.

X. Discussion:

A. SP&S: AP 5071 Student Leave of Absence (Contact Jeff Archibald X5434): This item was discussed.

B. C&I: FAA Aircraft Dispatcher Certificate (Contact Michelle Sampat X6771): This item was discussed.

C. C&I: FAA IOS Programming Certificate (Contact Michelle Sampat X6771): This item was discussed.

D. C&I: FAA Android Programming Certificate (Contact Michelle Sampat X6771): This item was discussed.

XI. Information/Announcements: National Forensic Competition will take place at Mt. SAC. April 30th and May 1st. All are invited.

XII. Adjournment: 12:12 p.m.