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Minutes

Academic Senate Meeting

May 19, 2016

Present: Hansel Alvarez, Barry Andrews, Jeffrey Archibald, Robert Augustus, Maria Betancourt, Chris Briggs, Jared Burton, Holly Cannon, Kate Cannon, Daniel Cantrell, Kwun Hung Cheung, Scott Childress, Joe Denny, Tim Engle, Sun Ezzell, Dan Garcia, Scott Guth, Lance Heard, Tony Henry, Jennifer Hinostrroza, Jaime Hooper, Luisa Howell, Eric Kaljumagi, Tiffany Kuo, Jenny Leung, Regina Martinez, Rasool Masoomian, Charles Merward, Jean Metter, Beta Meyer, Dana Miho, Amy Nakamura, Donna Necke, Bao-Chi Nguyen, Bruce Nixon, Julie Perez-Garcia, Robert Purcell, Martin Ramey, Eloise Reyes, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Chan Ton, Janet Truttmann, Chisato Uyeki, Liz Ward, Shari Wasson, Dan Wheeler, and Tina Ziolkowski

Absent: Matthew Burgos, Erica Ledezma, Charis Louie, Billie Lynes, Richard Myers, Paul O'Brien, Bob Perkins, Tyler Trull, Rebecca Walker, and Shelby White

Guests: Michael Castellanos, Associated Students Faculty Relations

- I. Call to Order: The meeting was called to order at 11:18 a.m.
- II. Consent Agenda: A motion to approve the Consent Agenda was made, seconded and approved unanimously.
- III. Public Comment:

*Sun Ezzell, of the Learning Assistance Center, welcomed everyone to attend the Lambda PRIDE event on May 25. A festival runs from 11 a.m. to 4 p.m. with a Drag Show in Building 9C from 5:30 to 6:30 p.m.*

*Michelle Sampat mentioned that WebCMS has been experiencing technical problems with getting some four-year reviews into Stage 5. If this happens, please contact the Instruction office and they will attempt to work around the problem.*

*Chisa Uyeki, of the Library, noted that the Summer Book Club is collecting donations of children's books (Grades K-6). Donation boxes are located in the Library and the Learning Assistance Center.*

- IV. Officer Reports

- A. President:

1. Academic Mutual Agreement Council: The council met on May 9 and discussed the following:
  - a) Art History Department – A new department has been formed, but the Art History faculty requested that it be titled “Art History and Humanities.” After discussion, it was agreed that the VP Instruction will follow up on the issue.
  - b) Faculty Hiring and Late Retirements/Separations – The addition of four faculty separations to the list was discussed, as well as whether to replace them and when. The college indicated that no decision will be made until the present hiring processes are near completion.
  - c) New Faculty Seminar Workload – In order to integrate the large number of hires the administration was asked to explore devoting more resources to the New Faculty Seminar, including more LHE, larger space, and an increase in faculty conducting the seminar besides the NFS Coordinator. We will be following up with the NFS Coordinator and the incoming FPDC Coordinator, Liesel Reinhart, in adapting to the larger workload.
  - d) AP 5071 Student Leave of Absence – The administration received the revision, and it will be forwarded to PAC.
  - e) New Certificates in FAA Aircraft Dispatcher, iOS Programming, Android Programming – The new certificates were received as information items.

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- f) Resolution 16-02 Urging Faculty to Complete Institutional-Level Outcome Mapping, ILO Mapping Followup – The resolution was accepted. New information on the mapping was presented, indicating a 93% completion. Follow-up on the remaining programs without ILOs was assigned.
  - g) Coordinator Appointment Update – Candidates for the two remaining coordinator positions, for Honors and Learning Lab, were discussed. The VP Instruction asked for a job description for the programs, and possible changes that merited discussion during any interview.
  - h) AP 5040 Student Records, Directory Information and Privacy – The administration received the revision, and it will be forwarded to PAC.
2. Accreditation Steering Committee: The committee met May 6 and discussed the following:
- a) Townhall meeting preview – The Accreditation presentation for the May 18 meeting was presented, noting likely questions and possible improvements.
  - b) Dialogue Days – The meetings on May 17, 19 and 23 are intended to solicit feedback on the self-evaluation narrative. Accreditation Committee members will attend as schedules allow. Feedback will be received on the website as well as in person.
  - c) Accreditation Training – Campuswide training will be conducted in fall, as the site visit will occur near the beginning of the spring semester.
  - d) Outcomes
    - (1) The ACCJC wants to have ILO figures disaggregated by categories and methods determined locally. This might be accomplished by entry and exit surveys, although it was noted that Perkins programs already disaggregate this data by TOP code.
    - (2) It was announced that Program Level Outcomes (PLOs) will be listed in the online catalog in the future.
3. Budget Committee: The committee has not met since the last report. There was a meeting yesterday, discussing the May Revise from the Governor's office. In the revise, the COLA was eliminated. More details to come in a future report. The next meeting will be on May 18.
4. Equivalency Committee: The committee has not met since the last report. The final meeting of the semester will be held on May 23.
5. Institutional Effectiveness Committee: The committee met on May 11 and discussed the following.
- a) Preparation for the Institutional PIE presentation for PAC
  - b) Proposal to introduce Student Equity into the PIE planning process
6. President's Advisory Council: The committee met on May 11 and discussed the following.
- a) BP 3530 and AP 3530 Weapons on Campus – A new revision was presented and discussed, with changes suggested to address the variety of situations which might occur. The documents will be brought back for further discussion.
  - b) BP 5010 and AP 5010 Admissions – The documents were accepted as informational items.
  - c) AP 3255 Participation in Local Decision-Making – The latest revision, which eliminates a specific listing of committees, was passed.
  - d) AP 3516 Registered Sex Offender Information – A revision intended to incorporate the Mt. SAC Police Department was discussed. Further changes were suggested to comply with Penal Code and to simplify the AP. It will be brought back for further discussion.
  - e) Review of Core Values – The addition and language of the Stewardship were passed.
  - f) Committee Goal and Progress Report – Suggestions were made to increase the specificity of the language.

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- g) Expanded PAC – The meeting will be held on May 25, and address the review process of committee assignments, how the Strategic Plan results in priorities, and other items as needed. The Educational Master Plan will be addressed at the fall meeting.
  - h) Commencement Speaker – The commencement speaker has not been finalized. However, this will be the last commencement held at the Mt. SAC stadium for at least two years. The following two commencement ceremonies will be held at the Citizen’s Business Bank Arena in Ontario, on Sunday rather than Friday. Faculty participation will be optional, due to the seating limitations of the venue. It was also noted that the 2018 graduation would be held on Father’s Day.

B. Vice President:

1. Flex Day Spring 2016 / Outstanding Awards

- a) Proposals for breakout session for Fall 2016 Flex Day were due Friday, May 13. Approximately 25-30 proposals were received. Breakout sessions should be finalized at some point next week. The Flex Day does not have a definitive theme, but the Planning Task Force was interested in breakout sessions that might have linkages or similar themes to create the potential for “pathways” on Flex Day. A change was made to the proposal submission form asking for breakout sessions to identify outcomes of the sessions that can be published in the Flex Day materials. Deans/Chairs are also being asked to submit a description of their department/division training for the afternoon of Flex Day via a web form. This will improve our reporting and accountability to the Chancellor’s Office with respect to our flexible calendar activities.
- b) Nominations for the Senate Outstanding Awards were due Friday, May 13. Enough nominations were received to give awards in Outstanding Manger, Full-Time Faculty and Adjunct Faculty. The Senate Events Planning Committee will review the nominees the following week and have recommendations for award recipients to the Executive Board by either May 26 or June 9.

2. AACC Pathways Project Update

- a) From April 14-16, I attended the second AACC Pathways Institute in Washington, DC. The College’s team was composed of Dr. Scroggins, Dr. Malmgren, Deans Mark Lowentrou, Tom Mauch, and Jemma Blake-Judd, myself, and Jonathan Hymer (Electronics faculty). The focus of the institute was on mapping programs to structure pathways for students – this may include identifying major courses and recommending an appropriate sequence of them as well as identifying general education and other courses that students might take to supplement their program coursework. The College completed pre-institute homework by mapping two existing programs (Psychology and Electronics), examining data on program enrollment, completion, and average units at completion, and discussing existing and needed resources for building a college mapping process. At the institute, the College’s team conducted four work sessions to build a short-term action plan. There were also plenary sessions related to Georgia State’s work with implementing pathways and building GE pathways for students that still value the arts and humanities. I attended a breakout session on building faculty participation in program mapping and one that explored the connections between student equity and pathways.
- b) An expanded Pathways Implementation Work Group has been meeting on the first and third Tuesdays of the month since the beginning of April. The group has discussed the mapping process, considered how the pathways initiative can be rolled out to the campus, and completed the post-institute homework that required the College to outline the practical details of how program mapping would occur in the coming months.
- c) The Academic and Student Services Master Planning Summit on Friday, May 13 will focus on the AACC Pathways Project. Participants will hear a guest speaker regarding student decision-making calculus and conduct activities related to the development of meta-majors or clusters and mapping of programs.
- d) The College’s short-term action plan for program mapping will call for a small number (20 or so) programs to volunteer to conduct mapping exercises either at summer institutes or Fall Flex Day (to be

- determined). Fall Flex Day may include additional information and/or workshops related to the Pathways Project.
- e) Finally, let me close by saying that faculty have been involved at every step of the Pathways Project to this point and will continue to be involved in the decision making regarding the initiatives. Our campus leadership has continuously advocated for the involvement of faculty in all facets of the process. Dr. Scroggins, in particular, has repeatedly stated that our activities in the Pathways Project must be done via our campus processes and with significant faculty input. Feel free to contact me if you have any questions or concerns about the Pathways Project.
- V. Legislative Liaison Report: No written report.
- VI. Faculty Association Report:
- A. FA Elections: There is a run-off election for adjunct faculty members to select the final adjunct-at-large seat. The ballots are due by 5 p.m. on May 27 to the FA office.
- B. Representative Council: The next meeting is May 31. The Council will discuss and possibly take action on AP 3700 (Social Media).
- C. Reopener Negotiations: The FA and District have completed their ninth negotiations session, with nine tentative agreements being signed. There is a revised grievance procedure and a new pool of LHE to be used for short-term projects like Faculty Inquiry Groups. The next negotiations session is May 20.
- D. Facebook: <http://www.facebook.com/msacfa>
- E. FA Events: All four FA appreciation events had good attended. Winners of door prizes can pick those up at the FA office through the end of the semester. Congratulations to those who won iPads: Silva Arzunyan, Michelle Sampat and Rich Wong.
- F. FA Student Achievement Fund Awards Breakfast: A final decision is expected soon with a target of at least 10 students and awards totaling at least \$10,000. The awards breakfast will be Saturday, June 4 at 9 a.m. in Founders Hall. All faculty are invited to attend.
- VII. Associated Students Report:
- A. Actions:
1. Resolution #7: The Associated Students recognize Mountie the Mountain Dog as an addition to Mountie Joe.
  2. Resolution #8: The Associated Students support and urge the creation and implementation of gender-neutral restrooms.
  3. Resolution #9: The Associated Students support the College Textbook Affordability Act of 2015, which includes the use of open educational resources.
  4. Resolution #10: The Associated Students render support for the revision of International Student AP 5012 passed by Academic Senate. Whereas AP 5012 does not clearly define Mt. SAC Insurance approval process nor possess sufficient information or guidelines to do so, AP 5012 should be revised to provide more options and transparency on the insurance company approval process. International Students come from diverse backgrounds, thus requiring different medical practices that may not be provided by one insurance company. The contract with Student Insurance expires August 3, 2016 and should be revised to address student needs and concerns.
- B. Upcoming Events
1. Organizing for Change, Friday May 20, Building 13 at 8:00am – 2:30pm: This event will motivate students to keep being involved on campus and their communities by introducing them to activists, community organizers, and

intellectuals who have used their ability to organize as a tool to create unity, positive change, and social awareness in our communities. Faculty is strongly recommended to attend. Free lunch will be served.

2. Voter Registration Day, Thursday May 19th, Kerr's Corner at 9:00am – 5:00pm: During this event, eligible students and community members can come and register to vote. Faculty is recommended to stop by and support the student volunteers and register to vote if they have not done so already.

VIII. Council Reports:

A. Curriculum & Instruction Council Report:

1. Committees:

- a) Continuing Education - Minutes: None
- b) Distance Learning - Minutes: March 22, 2016, April 12, 2016
- c) Educational Design - Minutes:
- d) Educational Design Sub-Committee for General Education and Transfer Issues – Minutes: None
- e) Equivalencies - Minutes: April 25, 2016
- f) Outcomes - Minutes: April 19, 2016

2. Curriculum & Instruction Council Information Items:

- a) Outcomes Committee Annual Report: See attached.
- b) Distance Learning Committee Goals: See attached.

3. Curriculum & Instruction Council Consent Items:

- a) Arts/Commercial Arts & Entertainment Arts Equivalency (Photography): See attached.
- b) Adult Basic Education/Continuing Education (Basic Skills): See attached.
- c) World Languages Equivalency (French): See attached.

4. Curriculum & Instruction Council Action Items:

- a) BP 4100 Graduate Requirements for Degrees and Certificates
- b) Recommendation to Adopt Canvas as a Learning Management System

B. Student Preparation & Success Council Report:

1. Action:

- a) AP 5520 Student Discipline – The Council recommended a substantially revised version of this AP that included the work of a small sub-group of Council members from last year. The major changes 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.

2. Information:

- a) Student Equity Committee – minutes of March 14 were accepted. The committee discussed classified representation on the committee and how to ensure that the Classified Senate has contact with and a role in selecting their representation. The committee also looked at a preliminary evaluation form by which projects would report their progress toward project goals.

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- b) Basic Skills 2016-17 Budget – The Council reviewed the proposed budget for the College's BSI allocation. The Council returned the recommendations to the Basic Skills Coordinating Committee requesting clarification on two projects: Pathways to Transfer (based on nomenclature in the project description) and WIN Bootcamps (based on perceived duplication of funding through SSSP and Student Equity).
  - c) AP 3540 Sexual Assaults on Campus – The Council continued discussion on the ongoing revisions to this AP and received some clarification from Carolyn Keys (via the Office of Civil Rights) on who is a campus security authority (CSA) and who is a “responsible employee” with attendant reporting requirements. The revisions are designed to update campus policy to comply with VAWA and the Clery Act. The Council agreed more work was needed on the AP and asked a small work team to assist Carolyn in the revisions.
  - d) AP 5075 Course Adds and Drops follow up – Concerns from the Executive Board members that caused the proposed revisions to be referred back to SP&S were communicated to the Council and, specifically, the Dean of Enrollment Management. The Dean did not understand the concerns or why they would be an issue. The Council is recommending that he meet with Eric Kaljumagi to get further explanation of the Executive Board's concerns so the revisions can move forward.
3. Future Topics:
- a) AP 3540 Sexual Assaults on Campus
  - b) Basic Skills 2016-17 Budget
  - c) LGBTQ Task Force recommendation disposition
  - d) AP 5075 Adds and Drops
  - e) Student Equity Committee Purpose and Function Statement
- C. Professional Development Council Report:
1. Action Items
- a) Faculty Professional Development Purpose, Function, Membership- some changes to functions, and membership. (see attached)
  - b) Draft Campus Professional Development Plan- feedback requested by 5/27 in order to send this through Professional Development Council June 2. (see attached)
2. Informational items:
- a) Leadership talk: Dr. Barry Posner, author and expert on leadership.
  - b) Coming to campus Monday, 5/23 from 1:30-2:45 p.m. in Founders Hall to discuss basic tenets of good leadership. Everyone is welcome to attend. Please use POD to register so we ensure that there is sufficient seating and light refreshments. This talk completes book club discussion on “The Truth About Leadership”. Please let colleagues interested in leadership know as well.
  - c) FIG (Faculty Inquiry Group) wrap-up: June 3, Friday from 9-11 am in 6-160, followed by taco bar lunch celebration. Everybody welcome. Please come and hear about the great faculty inquiry projects that have been running this year! Please RSVP to POD (x4504).
  - d) Conference and travel funds are expended. We will have \$100,000 towards faculty conference and travel next year. There will be some changes to the conference and travel request form from POD (attached).
  - e) Faculty professional development budget is expended. There will not be another faculty professional development budget in years to come. This budget came from a one-time request for funding for a one-year faculty professional development plan, and was rolled into a two-year budget and plan. We are pleased to have been able to support Qualtrics, Lynda.com, and multiple faculty professional development events, including Dr. Posner, Parachutes and Ladders, book clubs, and some faculty training including Department chair training, and specific departmental training. Lynda.com is funded through the next academic year.

- f) Department chair training prior to the semester--was popular from Fall 2015. Planning has begun to have some department chair training for Fall 2016.
- g) Fall FLEX planning is under way- workshop proposals are being reviewed. Thank you for your submissions.
- h) Book clubs are completed for the academic year.

IX. Action:

A. C&I: AP 4105 Distance Learning

*A motion to approve the Action Item was made and seconded. Eric Kaljumagi then made a motion to amend various sections of the proposed AP, and the motion was seconded. A copy of the proposed handout was distributed and a discussion occurred thereon. Time ran and a motion to extend time by five minutes was made, seconded and approved so as to continue discussion on the amendment. Following the extended discussion, the question was called and the motion to accept the amendment carried 23-18. Further discussion continued on the amendment, now the original motion to approve. The motion then failed by a vote of 16-24.*

*A motion to reconsider the vote was then made and seconded. The motion passed by a 28-10 vote. A motion was then made to substitute the original AP 4105 for the amended version and seconded. A discussion occurred and a friendly amendment was accepted to change to the word should to shall. The question was called and seconded. The motion to accept the original AP 4105 as the operative copy passed by a majority. The discussion returned to the motion to reconsider. A motion to amend the paragraph on Regular and Effective Contract was made and seconded with "The following best practices are suggestions for achieving these interactions." The amendment was approved by a majority.*

*The question was called and seconded. It was unanimous.*

*The motion to approve the originally drafted AP 4105, as amended, passed by a majority.*

B. C&I: AP 4020 Program and Curriculum Development

*A motion was made to approve was made and seconded. A motion to then substitute the item in the packet with the white handout of AP 4105 was made and seconded. A discussion occurred. The question was called, and seconded. The motion to substitute passed unanimously. Time expired. A motion to extend debate was made and seconded and approved by a majority. The motion to approve the motion then passed 37-7. Abstention: Jeff Archibald.*

C. Resolution 16-03 In Support of Gender Neutral Restrooms on Campus

*A motion to approve the Action Item was made, seconded and approved unanimously.*

D. Resolution 16-04 In Support of Compensation for Noncredit Adjunct Committee Participation

*A motion to approve the Action Item was made, seconded and approved unanimously.*

E. AP 7120 Faculty Recruitment and Hiring

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

F. AP 7123 Applicant Travel Reimbursement

*A motion to approve the Action Item was made, seconded and approved unanimously.*

G. 2016-17 Academic Senate Constitution

*A motion to approve the Action Item was made and seconded. An amendment was made to p. 11, item 7 to add back confirmation to the full Senate and top of p. 13. The motion to amend was seconded. A discussion occurred and the motion to amend the clauses passed with Jeff Archibald in opposition.*

*A motion to then approved the amended constitution pass unanimously.*

X. Discussion:

- A. C&I: BP 4100 Graduation Requirements for Degrees and Certificates (Contact: Michelle Sampat x6711). *This item was discussed.*
- B. C&I: Recommendation to Adopt Canvas Learning Management System (Contact: Michelle Sampat x6711). *This item was discussed.*
- C. SP&S: AP 5520 Student Discipline (Contact: Jeff Archibald x5434). *This item was discussed.*
- D. Workforce Report Task Force Recommendations (Contact: Dan Smith x5436). *This item was discussed.*
- E. Resolution 16-05 In Support of Librarians and Improved Library Facilities (Contact: Jeff Archibald x5434). *This item was discussed.*
- F. Resolution 16-06 Creation of a Noncredit Liaison Position (Contact: Dana Miho x5428). *This item was discussed.*

XI. Information/Announcements: Dan asked Senators to share the list of committee openings available for Fall 2016 and beyond with anyone who may be interested in serving. Also, the call for the Senate's 10+1 awards went out; the awards will be announced June 2. Please send nominations to Jeff and Dan according the e-mail.

XII. Adjournment: 1:20 p.m.