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Minutes

Academic Senate Meeting

November 12, 2015

Present: Daniel Anderson, Barry Andrews, Jeffrey Archibald, Maria Azpeitia, Chris Briggs, Jared Burton, Holly Cannon, Danny Cantrell, Scott Childress, Tim Engle, Scott Guth, Lance Heard, Jennifer Hinostroza, Jaime Hooper, Luisa Howell, James Hutchinson, Eric Kaljumagi, Jenny Leung, Charis Louie, Regina Martinez, Rasool Masoomian, Jean Metter, Beta Meyer, Dana Miho, Amy Nakamura, Bao-Chi Nguyen, Bruce Nixon, Julie Perez-Garcia, Martin Ramey, Eloise Reyes, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Chan Ton, Tyler Trull, Janet Truttmann, Iona Uiagalelei, Chisato Uyeki, Rebecca Walker, Liz Ward, Shari Wasson and Dan Wheeler

Absent: Kate Cannon, Joe Denny, Sun Ezzell, Marlene Gallarde, Dan Garcia, Tony Henry, Tiffany Kuo, Erica Ledezma, Billie Lynes, Paul O'Brien, Bob Perkins, Yvette Santillan, and Tina Ziolkowski

Guests: Michael Woo; Sorakphykun (Sara) Bunthon (Faculty Relations Representative from Associated Students)

I. Call to Order: The meeting was called to order at 11:22 a.m.

II. Consent Agenda:

- A. Approval of Minutes of October 22, 2015
- B. Approval of Minutes of October 29, 2015
- C. Campus-wide Reassigned Positions Task Force Appointments: Terri Beam, Beta Meyer
- D. Learning Communities Task Force Co-Chair Appointments: Lina Soto, Jeff Archibald
- E. Sustainability Task Force Chair Appointment: Chisa Uyeki
- F. Noncredit, Continuing Education, and Community Education Task Force Co-Chair Appointments: Dana Miho, Donna Necke
- G. Workforce Report Task Force Chair Appointment: Dan Smith
- H. Outcomes Committee Appointment: Clark Maloney (Kinesiology)

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

III. Public Comment: The Vietnamese Student Association is sponsoring a food sale today, outside of Building 9C. The city's mayor recently spoke to Accounting and Finance Department students. The Chemistry Department will be hosting a Family Science Festival this coming Saturday, 10 a.m. to 2 p.m.

IV. Officer Reports

A. President:

1. AACC Pathways Project:

- a) The college was selected to serve as one of 30 colleges in the program. Only three schools were selected from California, the other two being Bakersfield and Irvine Valley. Two faculty members will need to be identified by November 19 to serve on the AACC Pathways team for the campus. The other members of the team may include the college President, the VP Instruction, the VP of Student Services, and a Board of Trustees member. President Scroggins will clarify the members of the initial team. Members of the initial team need to attend the following institutes:

- (1) Institute #1 - February 3-6, 2016 - San Antonio, TX
- (2) Institute #2 - April 14-16, 2016 - Washington, DC
- (3) Institute #3 - October 2-4, 2016
- (4) Institute #4 - February 2-4, 2017
- (5) Institute #5 - June 22-24, 2017

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(6) Institute #6 - October 26-28, 2017

- b) The college has been asked to designate a "Core Pathways Team," which will include members from the faculty, student services, institutional research and administrators.
2. Dual Enrollment: The President has asked the Senate to take a position on the college's dual enrollment program. This includes looking at AB 288 and determining how it is different from previous dual enrollment rules.
  3. AP 7120 Task Force: The task force met on November 3 and discussed the second draft of the revised procedure. Details will be in the next report.
  4. Academic Mutual Agreement Council: The committee met on October 26 and mutually agreed to ranking on 40 of the 67 positions submitted. The President has authorized the hiring of 27 positions at this time.
  5. Accreditation Steering Committee: The committee has not met since the last report. The last meeting was November 6, but Dan could not attend due to a conflict with the Fall 2015 ASCCC Plenary.
  6. Budget Committee: The committee met on October 21 and discussed the following:
    - a) Joint IEC/Budget Committee November 4 meeting agenda – An overview of the PIE process and timeline will be done in order to assess if PIE and budget planning are integrated fully, or if more changes are needed.
    - b) BP 6200, BP 6250, AP 6250 – The revisions and direction from PAC were reviewed. After discussion the several changes were made. The new versions will be submitted to PAC.
  7. Curriculum and Program Planning Committee: The committee has not met since the last report.
  8. Equivalency Committee: The committee met on October 26 and took the following actions:
    - a) The equivalency for Communication Studies was conditionally approved, pending minor edits to the form.
    - b) The revised equivalency for Accounting was approved.
  9. Institutional Effectiveness Committee: The committee met on October 14 and discussed the following:
    - a) Revised the committee's Purpose and Function statement.
    - b) Accreditation Writing Report update – The second drafts from the writing teams are due in mid-November. Kristina Allende will then compile and conform the document. It was also noted that the Associated Students asked for Outcomes and Accreditation training.
    - c) Institutional PIE Forms – The committee discussed how to combine forms, and the appropriate summary length.
    - d) VP Summaries – Teams were selected to work on two sections each, consolidating the sections from each of the Vice President summaries. It was also suggested that a programmer is needed to support Don Sciore.
    - e) Strategic Plan Update – Strategic Plan assignments are being put into the PIE form, as part of the overall goal of form consolidation.

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- f) TracDat Update – The new version of TracDat (version 5) will have more capabilities. PIE might exist within TracDat.
  - g) Institution-Set Standards (ISS) – The possibility of adding ISS categories to the unit PIE was discussed, but no decision was made.
  - h) Joint IEC and Budget Committee meeting – The agenda for the joint meeting, set for November 4, was discussed.
10. President's Advisory Council: The committee met on October 14 and discussed the following:
- a) ITAC Update – The revised Technology Master Plan should be ready for PAC review this semester. The Emergency Communications Task Force is assessing software that can deliver a single message to multiple device types, as well as purchasing an emergency-band radio frequency for broadcasting a (one-way) message. Three professors will teach five courses in spring using the new Canvas software; they are currently being trained in its use.
  - b) BP 6250 and AP 6250 – Changes were suggested to the revised BP and AP, and referred back to the Budget Committee.
  - c) BP 6200 – Changes were suggested to the revised BP, and referred back to the Budget Committee.
  - d) Committee Purpose and Function Statement Review - The statements were approved for
    - (1) Accreditation Steering
    - (2) Distance Learning
    - (3) Educational Design
    - (4) Information Technology Advisory
    - (5) President's Advisory Council
    - (6) ACUPCC: the statement was discussed, with several questions raised. It was described as an Operational Committee, with some changes to membership listings. Action on it was postponed. The Student Success and Support Program Advisory Committee was also listed, but this statement has not yet been passed by Senate.
  - e) Expanded PAC Agenda – Several items were outlined, including activities for strategic objectives, a report on KPIs from Research, and an assessment of the planning calendar, IEC and the Budget Committee on the timelines.
  - f) The committee next met on October 28 and discussed the following:
    - (1) Purpose and Function Statement Review – The documents for Employee Wellness Committee, the Health and Safety Committee, and the Professional Development Council were reviewed. Suggestions for change were made for each one, and they were returned for revision.
    - (2) Mission Statement Revision – Suggestions from the Faculty Association, the Academic Senate and management were discussed and incorporated. The revised version will be reviewed by the stakeholders involved, including the Academic Senate.

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- (3) Expanded PAC Meeting – The agenda for the November 18 meeting was discussed. It will concentrate on the Strategic Plan process.
  - g) Committee and Council Openings – Volunteers are needed to serve on various committees and councils, including:
    - (1) Basic Skills Coordinating
    - (2) Content Review
    - (3) Educational Design
    - (4) Information Technology Advisory
    - (5) Institutional Review Board
    - (6) Outcomes
    - (7) Scholarship
    - (8) Student Preparation and Success Council

B. Vice President:

- 1. Flex Day Spring 2016: The Flex Day Planning Task Force met on October 23. The task force was presented with recommendations developed by the Faculty Professional Development Committee for the Flex Day on Feb. 19, 2016, which will include free breakfast, lunch and 6 hours of flex time. The task force agreed to the same format and schedule as prior spring Flex Days (general session, three breakout sessions, and lunch). Proposals are due Monday, November 16. Proposals will once again be accepted via an online form on the POD website.
- 2. Faculty and Manager Recognition Ceremony / Senate Awards: The Senate Events Planning Committee met on October 21 to review the distribution of awards at the Fall Flex Day and discuss plans for the 2015-16 year. The committee agreed that presenting the Senate's Outstanding Awards at the Fall Opening Meeting was more meaningful and wishes to continue the process for next year. The committee has reviewed the nomination packets/process for the Outstanding Awards and is recommending no changes for the 2016 awards. The nomination process should begin early in the Spring semester. Finally, the committee discussed other ways to recognize faculty, including having a Faculty Lecture of the Year event.
- 3. 2016 Student Equity Plan: The Student Equity Plan is due at the Chancellor's Office on December 14. Currently, a template designed by Dr. Audrey Yamagata-Noji to conform to the plan's template is being circulated among those who may propose equity projects for the 2016-17 year. Project proposals are due November 13. From this point, the various projects will go to the writing team for assembly into the completed draft plan. Discussions are still ongoing between the Senate, the administration, and the various campus constituencies and governance committees (equity, SP&S, Associated Students, CSEA) on how to route the Equity Plan through their processes in time for approval.

V. Legislative Liaison Report: Legislative Liaison Report: There is no written report for this meeting. Michelle Sampat, Dan Smith and Jeff Archibald attended the ASCCC Fall Plenary last week, and Michelle will provide a report at the next Senate meeting. There are presentation materials from the session available at <http://www.asccc.org/events/2015-11-05-153000-2015-11-08-000000/2015-fall-plenary-session>.

VI. Faculty Association Report:

- A. 2016-17 Negotiations: The Negotiations Teams is analyzing the results of the negotiations survey and will make its recommendations to the FA Executive Board later this month. Negotiations should begin in January.
- B. Contract Availability: The FA has provided its edits to Human Resources. Copies of the contract are expected in the next few weeks.

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- C. FA Student Achievement Fund Event: There is a fundraiser November 17 at El Torito from 11:30 a.m. to 10 p.m. (3133 West Garvey Avenue North, West Covina, CA 91791). A portion of the proceeds will help fund the Student Achievement Fund.
  - D. CCA Winter and Spring Conferences: The CCA Winter Conference is scheduled for February 19-21 in Manhattan Beach, and the Spring Conference is April 15-17 in Costa Mesa. Anyone interested in attending should contact Eric Kaljumagi at [kaljumagi@msac-fa.org](mailto:kaljumagi@msac-fa.org).
  - E. Puttin' On the Hits (POTH) 2016: Tickets are on sale at <http://www.4tix.org>. Two shows will be offered this year, on Friday, March 4 at 7:30 p.m. and on Saturday, March 5 at 7 p.m. This event also raises funds for the FA Student Achievement Fund.
  - F. ACCJC Special Meeting of the Commission: There is a special meeting tomorrow in Santa Ana to receive input relating to the accreditation process for the California Community Colleges Chancellor's Office 2015 Task Force Report on Accreditation. If anyone is interested in going, please contact Eric Kaljumagi.

VII. Associated Students Report

A. A.S./Campus Events

- 1. Mountie Pride Monday: Beginning November 9, the Associated Students will be hosting a Mountie Pride booth every Monday to show college pride and provide information about the college's Student Government.
- 2. The Halloween Costume Contest was October 29.
- 3. There was a LAMBDA Pride Day on November 4, 2015. The Associated Students, several student clubs, and the library set up booths to support the campus LGBTQ community.
- 4. An Alumni Day was held November 6. A.S. Senators and members of the Fire Technology Club volunteered for the event hosted by the Alumni Foundation.
- 5. Mountie Tailgate – November 7: The Associated Students, Athletics' Department, and the Alumni Foundation hosted the first Mountie Tailgate. The clubs had a chance to fundraise through the games they set up at their booth.
- 6. Blood Drive – November 9 and 10.

B. A.S. Senate Meetings

- 1. October 20, 2015: Approved Appropriation of funding to Agricultural Science Department.
- 2. October 22, 2015: Wifi Presentation – Dale Vickers.
- 3. October 27, 2015: Approved Appropriation of funding to LAMBDA (\$140.24) and M.E.Ch.A's Dia de los Muertos event, Building 9C (\$1,220.00).

C. Upcoming Events

- 1. Mt. SAC's Got Talent – November 19, 2015.
- 2. Campus Clean-up – November 23, 2015: Clubs will be participating in a campus clean-up as part of the ICC meeting.

D. A.S. Initiatives

- 1. Update on the WIFI Survey: Number of Surveys completed: 2,325 as of Monday, with the goal being 5,000. The survey is available at: <https://www.surveymonkey.com/r/NNJ7Q7V>
- 2. Water Bottle initiative: Water bottles are distributed on Mountie Pride Mondays to students who have paid their student activities fee. A.S. has given out 138 bottles to date. A.S. continues to work on the water bottle refill stations on campus.

VIII. Council Reports

A. Curriculum & Instruction Council

1. Committees

- Continuing Education - Minutes: None
- Distance Learning - Minutes: None
- Educational Design - Minutes: October 20, 2013
- Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: October 20, 2015 and October 26, 2015
- Equivalencies - Minutes: None
- Outcomes - Minutes: October 6, 2015

2. Curriculum & Instruction Council Information Items: None

- Equivalency Committee Goals: Please see attached handout.

3. Curriculum & Instruction Council Consent Items:

- Dance Courses Related in Content – Please see attached handout
- ESL Equivalency – Please see attached handout
- Earth Science Equivalency – Please see attached handout

4. Curriculum & Instruction Council Action Items:

- Outcomes Committee Purpose, Function, and Membership

5. EDC Consent Agenda: 4 –year review

- ANIM 101C      Figure Gesture-Design
- AGOR 13        Landscape Design
- AGOR 24        Integrated Pest Management
- AGOR 55        Diesel Engine Repair
- ANIM 101B     Figure Gesture-Design
- ANIM 104       Drawing Fundamentals
- BUSM 85        Special Issues in Business
- FIRE 2          Fire Prevention Technology
- FIRE 3          Fire Protection Equipment and Systems
- FIRE 6          Hazardous Materials/Incident Command System
- FIRE 9          Fire Hydraulics

6. Consent Agenda: Modified Courses

- STDY 80        Foundations for Academic Success
- ADJU 38        Narcotics Investigation
- AGOR 56        Engine Diagnostics
- ARTD 99        Figure Drawing Special Studies
- AGOR 64        Irrigation - Drip and Low Volume
- BUSA 71        Personal Financial Planning
- FCS 80         Personal Financial Planning

7. Consent Agenda: New Credit Courses:

- a. MATH 260 Linear Algebra 4 units, C-ID submission.  
Part of revised Math ADT: Matrices, linear systems, determinants, vector and inner product spaces, linear transforms, eigenvalues, and eigenvectors.
- b. MATH 290 Differential Equations 3 units, C-ID submission.  
Part of revised Math ADT: First-order ordinary differential equations, including separable, linear, homogeneous, Bernoulli, and exact, with applications and numerical methods. Solutions to higher-order differential equations using undetermined coefficients, variation of parameters, power series, and Laplace transforms, with applications. Solutions to linear and non-linear systems of differential equations, including numerical solutions.

8. Consent Agenda: Deleted Courses:

- CSCI 150L Assembly Language Laboratory
- CSCI 210 Appl Logic for Computers
- CSCI 220L Data Structures I Laboratory
- CSCI 230L Data Structures II Laboratory
- MATH 55 Statway I

*A motion to suspend the rules was made and seconded so that the report can be approved and sent to the Board of Trustees next week. The motion passed by a majority with two members in opposition: Joan Sholars and Eric Kaljumagi. A motion was then made to approve the report and seconded. A discussion occurred and the motion was approved unanimously.*

B. Student Preparation & Success Council Report:

1. Information from the October 19th meeting:
  - a) Student Equity Committee – minutes of September 14 were accepted.
  - b) SSSP Advisory Committee – minutes of June 10 and September 9 were accepted. The Council discussed the Common Assessment Initiative and agreed to invite Michelle Sampat and David Beydler to a meeting to answer questions about the CAI.
  - c) 2014-15 Year End Accomplishments were discussed and approved by the Council.
  - d) 2015-16 Catalog Timeline – The Council discussed the process for receiving, authorizing, and tracking changes to the catalog along with the timeline for these changes and how catalog changes may impact APs and BPs. The Council has invited Joumana McGowan to a meeting on December 7 to discuss the catalog timeline and changes.
2. Information at the November 2 meeting:
  - a) Student Equity Committee – minutes of May 11, September 28, and October 12 were accepted. The committee has reviewed updated research for the revision of the Student Equity Plan, discussed possible proposals for Spring Flex Day activities connected to equity, and discussed the process for monitoring equity projects and the transparency of the equity funding process.
  - b) Basic Skills Coordinating Committee – minutes of September 24 and October 8 were accepted. The committee reviewed and updated the expenditure plan and discussed how to align more closely Basic Skills planning to the College's Strategic Plan.

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- c) Multiple Measures implementation – The Council reviewed the MM inventory students complete as well as response data from the past six months. The Council also discussed whether our implementation of multiple measures (where MM are not applied unless a student is close to the cut score on an assessment) is consistent with Title 5. The Council created a task force to make liaison with departments impacted by assessment and multiple measures and solicit feedback on revising the process.
3. Future Topics:
- a) BP 5010 Admissions
  - b) AP 5040 Student Records, Directory, and Privacy Information
  - c) AP 5071 Student Leave of Absence
  - d) AP 5075 Course Adds and Drops
- C. Professional Development Council Report:
- 1. POD (Professional and Organizational Development) information:
    - a) Brenda Dial will be out on maternity leave starting today until Spring 2016. Her phone (x5816) will ring to voice mail, so please call the other POD staff.
    - b) Stacey Gutierrez, manager (x5810) and Maria Cardenas, Secretary (x5813) will be available through the fall semester for faculty professional development needs.
    - c) Beta Meyer, Faculty Professional Development Coordinator (x5123) can also take faculty professional development questions.
  - 2. Professional Development Council (PDC) news: PDC meets today at 1:30. Update in the next professional development report.
  - 3. Faculty Professional Development Committee (FPDC) news: (FPDC met on 10/22/15).
    - a) Action:
      - (1) Gave recommendations on Salary Schedule Credit (SSC) for two workshop proposals:
        - (a) Basic Skills Proposals information meetings: FPDC declined to recommend. Does not directly match any SSC criteria.
        - (b) Institutional Research Day Workshops: the recommendation was forwarded for SSC, pending clarifications. Beta will get clarification from Barbara McNeice Stallard on some details FPDC questioned.
      - (2) Completed the faculty professional development needs survey. The survey is expected to go out just around Thanksgiving; please look for it and respond before Spring semester begins.
      - (3) FLEX evaluations of workshops reviewed. FLEX recommendations to Academic Senate FLEX task force were reviewed. (Recommendations were done through email discussion between meetings).



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(4) Status of conference and travel funds: Faculty funding started with \$127,000. Faculty have encumbered about 55% of funds to date, with \$63,000 encumbered. Faculty are reminded that they **MUST** show verification that they registered and attended the conference, and submit original copies of receipts for reimbursements.

b) Discussion:

(1) Faculty professional development budget- review and discuss options for the use of remaining funds 11/12/15. (approximately \$28,000)

(2) FIG (Faculty Inquiry Groups)- are started again. Projects are approved and will begin at various times between now and Spring 2016. Full FIG review by a Faculty Association/ Instruction task force. Current FIGs will be reviewed at 10/12 meeting. Consultant Sylvia Smythe has been hired to run FIG meetings.

IX. Action:

A. College Mission Statement Revision: A motion to postpone this item to December 3 was made and seconded due to not having a current revision of the statement. The motion was approved unanimously.

B. SP&S: Student Success and Support Program Advisory Committee Purpose, Function, and Membership Statement: A motion to approve was made, seconded and approved unanimously.

X. Discussion: None.

XI. Information/Announcements: Dan Smith will be sending out requests to the faculty for volunteers to serve on several task forces. There are two upcoming trainings for EEO training through POD. Anyone who is going to serve on a hiring/selection committee must have had EEO training within the last 24 months. These will be offered on Thursday, Nov. 19, and Thursday, Dec. 3, both at 3 p.m. Also, there will be additional trainings offered at the Department and Division levels for committees. Department chairs and Division deans should have information on these opportunities.

XII. Adjournment: 12:25 p.m.