
Minutes (unapproved)

Academic Senate Meeting

December 3, 2015

Present: Barry Andrews, 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, Jaime Hooper, Tiffany Kuo, Luisa Howell, Eric Kaljumagi, Erica Ledezma, Jenny Leung, Charis Louie, Billie Lynes, Regina Martinez, Rasool Masoomian, Beta Meyer, Dana Miho, Amy Nakamura, Bao-Chi Nguyen, Bruce Nixon, Martin Ramey, Eloise Reyes, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Joan Sholars, Dan Smith, Lina Soto, Melody Summers, Chan Ton, Tyler Trull, Iona Uiagalelei, Chisato Uyeki, Liz Ward, Shari Wasson and Dan Wheeler

Absent: Daniel Anderson, Joe Denny, Marlene Gallarde, Dan Garcia, Jennifer Hinostroza, James Hutchinson, Jean Metter, Paul O'Brien, Julie Perez-Garcia, Bob Perkins, Yvette Santillan, Janet Truttmann, Rebecca Walker, and Tina Ziolkowski

Guests: 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 November 12, 2015
 - B. Reassigned Time Task Force Appointments: Nancy Meggellin, Kelly Coreas, Dawn Waters
 - C. Workforce Report Task Force Appointments: Bruce Nixon, Lisa Ledebor
 - D. AACC Pathways Faculty Appointments: Jeff Archibald, Scott Guth
 - E. College Textbook Affordability Workgroup Appointments: Jeff Archibald, Michelle Sampat
 - F. Senate's Outstanding Awards Packet

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

- III. Public Comment:
 - A. The English, Literature and Journalism Department expressed a concern regarding the drafting of a Social Media Policy by the Marketing Department without input from either the Journalism program or faculty.
 - B. The Library will be extending hours through next Wednesday for finals, including being open until 11 p.m. on December 2, 3, and 6-9 as well as being open to 6:30 p.m. on Dec. 4 and 5.
 - C. Michelle Sampat thanked everyone for their help with the Educational Design Committee, noting accomplishments have included reducing the backlog of course approvals.

- IV. Officer Reports

- A. President:
 - 1. Academic Mutual Agreement Council – The committee met on November 9 and discussed the following:
 - a) New Senate Task Forces – The Academic Senate briefed the administration on the new Senate task forces: 1) LGBTQ Issues, 2) Workforce Report, 3) Sustainability, 4) Noncredit, Continuing Education and Community Education, 5) Learning Communities, and 6) Reassigned Time. The administration had questions regarding each task force, and an overall desire to have managers work alongside faculty on the task forces wherever possible.

-
- b) AP 3700/BP 3700 Follow-up – There was no new version of the procedures to share with Senate. Instead, the administration wants to have a rationale for changes from the Senate and to reconcile the changes at AMAC. Resolution of the item was postponed until the next AMAC meeting.
 - c) Syllabus Guidelines – The administration asked for clarification of the Senate's syllabus guidelines. Jeff Archibald followed up with the guidelines and the sample syllabi passed by the Senate.
 - d) Additional Counselor Positions – Three more credit counselors will be hired using Student Equity and SSSP funds. Additionally, at least five noncredit counselors may be funded. The Senate expressed its concern that noncredit faculty do not count against the FON. The Senate asked that request forms be written for all of the new positions, which was agreed to.
 - e) SSSP follow-up (Credit and Noncredit) – The passage of both plans by the Senate was presented as information. The budget for the credit SSSP will be finalized in time for the Board of Trustees' meeting on November 18. The noncredit plan has already been sent to the state.
 - f) Argos Reports for Faculty Prioritization – An update on the goal of having consistent Argos numbers in new faculty hire requests was discussed. Five divisions responded to the VP Instruction's requests for examples. Once all responses are in, the issue will be discussed again.
 - g) AB 798 Open Educational Resources – The President has requested an OER workgroup, as well as a (possibly joint) resolution. A Textbook Affordability Workgroup was postulated, which would include Jeff Archibald, Don Sciore, Andy Sims and others
 - h) AB 288 Dual Enrollment – Another request by the President is to form a workgroup of faculty and administration that would produce guideline documentation for a fall Dual Enrollment pilot. This would be different than a workgroup already created in Student Services.
 - i) Computed Tomography and Mammography Certificates – The new certificates were presented as information items.
 - j) Curriculum and Program Planning Committee – The issue of cancelling the November 23 meeting was discussed, due to the need to clarify C&I's position.
- 2. Accreditation Steering Committee – The committee has not met since the last report.
 - 3. Budget Committee: The committee met December 2. Details will be in the next report.
 - 4. Curriculum and Program Planning Committee: The committee has not met since the last report. This committee is in the process of being deleted. Confirmation of the elimination of the committee will come through the Senate.
 - 5. Equivalency Committee: The committee met on November 23. Details will be in the next report.
 - 6. Institutional Effectiveness Committee: The committee has not met since the last report. Next meeting: December 9.
 - 7. President's Advisory Council: The committee has not met since the last report. Next meeting: December 9. An expanded PAC meeting was held on November 18. Details of this meeting will be in the next report.

8. Coordinator Positions for 2016-18. Several positions are available for two-year appointments which carry reassigned time (annual LHEs):

- a) Basic Skills Coordinator, 18 LHE
- b) Curriculum Liaison, 24 LHE
- c) Distance Learning Faculty Coordinator, 18 LHE
- d) Faculty Professional Development Coordinator, 10 LHE
- e) Honors Coordinator, 9 LHE
- f) Learning Lab Coordinator, 12 LHE
- g) New Faculty Seminar Facilitator, 6 LHE
- h) Outcomes Coordinator, 8 LHE
- i) Study Abroad Coordinator, 12 LHE
- j) Teacher Preparation Institute Coordinator, 12 LHE

To apply, please send a letter of interest by December 10 indicating why you would like to be involved and what you will contribute to the program to Dan Smith, Academic Senate President at dsmith@mtsac.edu. The LHE (reassigned time) for all positions is negotiated by the Faculty Association and is subject to change.

9. Task Force Openings: Volunteers are needed for two task forces:

- a) Noncredit, Continuing Education and Community Education – tasked with making recommendations regarding Senate oversight of and role in decisions regarding noncredit, continuing education, and community education. Volunteers are requested who are available to meet on 2-3 Wednesdays during the Winter intersession, from 1:00pm-2:30pm.
- b) Workforce Report - tasked with examining and responding to the state Board of Governors Task Force on Workforce, Job Creation and a Strong Economy report, including recommendations for local implementation. Volunteers are requested who are available to meet on 2-3 Tuesdays during the Winter intersession, from 9:00am-10:15am.

10. Committee and Council Openings:

Committee/Council	Positions Available	Meeting Schedule	Meeting Time
Basic Skills Coordinating	2 vacancies (1 must be from noncredit)	2 nd & 4 th Thursdays	2:30-4:00pm
Educational Design	4 vacancies (1 must be from Natural Sciences, 1 from Business, 1 from Tech & Health, and 1 from Student Services)	1 st , 2 nd and 4 th Tuesday	1:30-3:00pm
Equivalency	1 vacancy, partial term (to June 2018), from any credit department	4 th Monday	3:30-5:00pm
Information Technology Advisory	2 vacancies (1 partial term, must be from Non-Credit)	1 st Monday	2:30-4:00pm
Outcomes	1 vacancy (must be from Natural Sciences {partial term})	1 st and 3 rd Tue	2:45-4:15pm
Scholarship	5 vacancies	As needed, usually in spring	NA
Student Preparation and Success Council	1 vacancy	1 st and 3 rd Mon	2:00-4:00pm

11. Hiring Committees: E-mails will be going out to solicit volunteers for several hiring committees that require meetings during the Winter.
12. Basic Skills announcement went out last week. Please bring those proposals forward.

13. Elections: Dan Smith will not be running for another terms as President. In June, he will be returning to his position within his department. Nominations will be accepted during the next elections cycle for the new President.

B. Vice President: No written report.

1. 2016 Student Equity Plan: The Student Equity Plan is due at the Chancellor's Office on December 18. A draft of the plan has been prepared for review and comment by the Senate; it also needs approval from other bodies. To meet pending deadlines, Jeff Archibald will send a copy of the draft to Senators today; it will also be posted on the Senate website. The Senate will not have the opportunity to meet to consider the plan, but the Executive Board will take it up at next week's meeting. If Senators have any concerns regarding the plan, they should contact members of the Executive Board so that they may present those to the Executive Board. It will then move forward to the Trustees' meeting in January with an advance copy being sent to the Chancellor's Office by December 18 pending subsequent approval by the Board of Trustees.

V. Legislative Liaison Report:

A. Fall 2015 Plenary Follow-Up:

1. Adopted Resolutions

- a) 2.01 F15 Adopt the ASCCC Paper Effective Practices in Accreditation
- b) 2.02 F15 Endorse the CCCCCO Task Force on Accreditation Report
- c) 7.01 F15 LGBT MIS Data Collection and Dissemination
- d) 7.02 F15 Support for Authorization Reciprocity Agreements
- e) 7.03 F15 Ensuring Accurate Information in the California Virtual Campus Catalog
- f) 7.04 F15 Economic Workforce Development (EWD) Program Evaluation
- g) **9.01 F15 Creation of Local Online Education Rubrics: This resolution encourages local senates to establish local rubrics for online course standards.**
- h) 9.02 F15 Defining the Parameters of the California Community College Baccalaureate Degree in Title 5
- i) 9.03 F15 Baccalaureate Level General Education at the California Community . Colleges
- j) 9.04 F15 Limitations on Enrollment and Admission Criteria for Baccalaureate Programs
- k) **9.05 F15 Upper Division General Education Curriculum for Baccalaureate Pilot Programs: This resolution urges local curriculum committees to ensure that courses developed to meet upper division general education requirements for the baccalaureate program are designed for the baccalaureate pilot student cohort and not for the general population of students.**
- l) **9.06 F15 Support for Baccalaureate Pilot Programs: This resolution urges local senates and the Chancellor's Office to ensure that baccalaureate pilot programs are adequately supported with appropriate financial resources.**
- m) **9.07 F15 Definition of Regular, Effective, and Substantive Contact: Local senates are reminded that policies for regular and effective contact are academic and professional matters that must be established through collegial consultation.**
- n) **9.08 F15 Evaluation of the Effectiveness of Local Curriculum Processes: Local senates are strongly urged to evaluate their curriculum approval processes to ensure that curriculum is developed, revised, and implemented in a timely manner while preserving the integrity and rigor of the review process.**
- o) 9.09 F15 Revisit the Title 5 Definition of the Credit Hour
- p) 9.10 F15 Professional Guidelines and Effective Practices for Using Publisher Generated Course Materials .
- q) **9.11 F15 Oppose External Honors Programs: Local senates are encouraged to oppose the involvement of external organizations providing honors program opportunities and charging fees for honors program participation.**
- r) **9.12 F15 Support Local Development of Curricular Pathways: Local senates and colleges are urged to create formal processes and policies that require the local academic senate, in**

consultation with its curriculum committee, to evaluate and endorse any proposed curricular pathways offered by an external organization before such a program is institutionalized.

- s) 9.13 F15 Develop Descriptors for Alternative Prerequisites for Statistics: The Math C-ID FDRG will consider alternative prerequisites for C-ID Math 110 Introduction to Statistics and develop descriptors for alternative prereqs or statistics.
- t) 9.14 F15 Resolution in Support of Credit ESL: Credit ESL courses were affirmed as providing a vital service to community colleges and that the right to decide credit/noncredit status is the purview of local senates.
- u) 10.01 F15 Minimum Qualifications for Instruction of Upper Division Courses at the California Community Colleges
- v) 12.01 F15 Hiring Culturally Aware Faculty
- w) **12.02 F15 Mutually Agreed Upon Criteria for Setting Hiring Priorities Campus-wide: Local senates will be urged to develop mutually agreed upon criteria for setting new hire priorities such as replacement of retirements, diversity, safety, health, program vitality/continuation, and student need.**
- x) **13.01 F15 Addition of Course Identification Numbers (C-ID) to College Catalogs and Student Transcripts: Local senates and curriculum committees urged to include information about courses with C-ID numbers in college catalogs.**
- y) 13.02 F15 Update System Guidance for Noncredit Curriculum.
- z) **13.03 F15 Opposition to Compensation for Adoption of Open Educational Resources: Local senates are encouraged not to approve any grant submissions for AB 798 funding that include direct compensation to individual faculty members for adoption of open educational resources.**
- aa) 13.04 F15 Faculty Participation and Leadership in CTE Regional Consortia
- bb) 13.05 F15 Condolences for Colleges and Universities Affected By Violence
- cc) 15.01 F15 Adoption of Statement on Competencies in the Natural Sciences

2. Failed Resolutions

- a) 9.03.03 F15 Amend Resolution 9.03 F15
- b) 10.01.01 F15 Amended Resolution 10.01 F15
- c) 12.02.01 F15 Amend Resolution 12.02 F15
- d) 12.02.02 F15 Amend Resolution 12.02 F15
- e) 12.02.03 F15 Amend Resolution 12.02 F15
- f) 12.02.04 F15 Amend Resolution 12.02 F15

3. Withdrawn Resolutions

- a) 9.03.02 F15 Amend Resolution 9.03 F15

4. Moot Resolutions

- a) 9.12 F15 California Community College's Baccalaureate General Education Pattern

VI. Faculty Association Report:

- A. Representative Council Action: The Faculty Association approved Option B for the 2017-18 Academic Calendar at the December 1st Representative Council meeting. This is similar to the 2015-2016 calendar, except that Fall 2017 will not start until August 28 and Summer 2018 will begin on a Thursday to allow the college flexibility in reporting summer FTEs to the state. The Council also approved a student e-mail time tracking project and the 2016 elections timeline.
- B. 2016-17 Negotiations: The FA Executive Board has directed the Negotiations Team to open five issues: stipends for faculty mentors, adjunct faculty office hours, faculty input into manager evaluations, parental leave, and lab parity. There is mutual

agreement between the FA and the District to open benefits, reassigned time for special assignments, department chair compensation, faculty inquiry groups, and aligning the contractual forms with contractual expectancies.

- C. **Contract Availability:** The 2015-2016 version of the Faculty Contract is available at: <http://www.msac-fa.org>. Printed copies should be available through the division offices by the end of the semester.
- D. **Accreditation Matters:** Lance Heard joined the FA President in Santa Ana for the ACCJC Listening Session on November 13. Several faculty spoke in support of the Chancellor's Office's Task Force on Accreditation. The task force report was adopted by the Board of Governors on November 16.
- E. **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.
- F. **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.

VII. Associated Students Report

- A. **A.S./Campus Events:**
 - 1. **Mountie Pride Monday:** The last event was held on November 23rd. A.S. gave out snacks and water bottles to students and will be continuing the events in the Spring.
 - 2. **Cultural and Global Fair:** This fair was hosted by the International Students Program on November 19.
 - 3. **ICC Campus Clean-Up:** November 23
 - 4. **Holiday Celebration:** December 1
- B. **A.S. Senate Meetings:** Dr. Yamagata-Noji addressed the Associated Students about the Student Services Center.
- C. **Upcoming Events:**
 - 1. **Finals Frenzy:** Associated Students and the library will be having snacks for students studying during finals week.
 - 2. **Relaxation Station:** On Monday, December 7th, there will be two sessions on the 9C Stage at 10 a.m. and 3 p.m. to help students relax, and relieve stress and anxiety.
- D. **A.S. Initiatives:**
 - 1. **Update on the WIFI Survey:** A.S. will be discussing concerns and results of the recent WiFi survey with IT over the winter break. Recently, access points have been added to several areas of campus, and there are plans for future improvements for other areas and buildings.
 - 2. **Water Refill Station:** There is a water refill station on campus for students to use in refilling water bottles.

VIII. Council Reports

- A. **Curriculum & Instruction Council**
 - 1. **Committees**
 - Continuing Education - Minutes: None
 - Distance Learning - Minutes: September 22 and October 13, 2015
 - Educational Design - Minutes: November 3 and 10, 2013
 - Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None

-
- Equivalencies - Minutes: October 26, 2015
 - Outcomes - Minutes: October 20, 2015
2. Curriculum & Instruction Council Information Items: None
 - New Fee Based Course Offerings: The following fee-based offerings/programs will be offered through the Continuing Education Division beginning in the winter intersession. They will be sent to the December 9th meeting. of the Board of Trustees for approval - Strength Training for Fat Loss (formerly Body Contouring):
 - Online Education Initiative Update: Please see attached handout
 3. Curriculum & Instruction Council Consent Items:
 - Accounting and Management Equivalency – Please see attached handout
 - Communication Equivalency – Please see attached handout
 4. Curriculum & Instruction Council Action Items:
 - AP 4050 Articulation: Attached as Action Item
 5. EDC Consent Agenda: 4 –year review
 - ANIM 111B Animal Drawing
 - ARTD 26A Painting: Intermediate
 - ARTD 26B Painting: Intermediate II
 - FIRE 7 Fire Fighting Tactics and Strategy
 6. Consent Agenda: Modified Courses
 - AGOR 63 Irrigation Systems Management
 7. Consent Agenda: New Credit Courses:
 - ENGR 6 Introduction to Engineering Programming Concepts and Methodologies 4 units, C-ID submission. : Fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, interface of software with the physical world, use of sensors, and application of numerical techniques.
 8. Consent Agenda: Deleted Courses:
 - GEOG 11 Intermediate GIS – Course is stand alone and not part of a degree or program
 - GRAP 10 Photo Editing Photoshop – Program has been discontinued
 - GRAP 12 Photoshop Imagery Extended - Program has been discontinued
 - GRAP 15 InDesign Graphics - Program has been discontinued
 - GRAP 16 Illustrator Graphics - Program has been discontinued
 - GRAP 18 3D Graphics Imagery - Program has been discontinued
 - GRAP 20 Multimedia Graphics - Program has been discontinued
 - GRAP 30 Digital Productions - Program has been discontinued
 - GRAP 40 Computer Graphics Special Topics - Program has been discontinued
 - GRAP 8 Fundamentals of Digital Media - Program has been discontinued
 - MATH 115 Statway II – This course was deactivated by the math department and replaced by MATH 110S
 - SPCH 1B Intermediate Public Speaking – The department is no longer offering this course
 9. Consent Agenda: Modified Programs:
 - Radiologic Technology: RAD 31 reduced units from 4 to 3, so the Rad Tech AS degree is being modified from 79 to 78 units.
 - Electronic Communications: ELEC 76 was added to the Certificate. The units increased from 34 to 36.

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. 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. Action Item:

- a) BP 5010 Admissions: Revisions were approved to update the BP based on legislation that allows the College to deny admission to students expelled or undergoing expulsion procedures from another community college. Additional minor revisions were made in anticipation of the push for dual enrollment based on AB 288. The BP and corresponding AP will be on the December 10 Executive Board agenda and will come to the full Senate in the spring.

2. Consent Agenda: None.

3. Information:

- a) Student Equity Committee: Minutes of October 26 were accepted. The committee invited Mary Johnson to speak about DL success rates among targeted equity populations. The committee also received an update on the Minority Male Initiative and on basic skill completion research.
- b) SSSP Advisory Committee: Minutes of October 14 were accepted. The committee discussed a proposed pilot for accelerated ENGL 67/68 for students who place on the high end of ENGL 67 allowing them to register for ENGL 68 and a one unit support course concurrently. The committee also discussed multiple measures further and received an update on the Common Assessment Initiative.
- c) Basic Skills Coordinating Committee: Minutes of October 22 were accepted. The committee discussed revising the call for proposals and rubric and received an update on the state BSI meeting.
- d) CIRP / CCSSE Supplemental Questions: Barbara McNeice-Stallard presented on our local supplements to these surveys. The Council discussed whether the questions adequately reflect the additional information we want to obtain from our students. A workgroup was appointed to work with Barbara on evaluating the questions. The CCSSE questions must be reviewed by December, and the CIRP questions can be reviewed in the Spring.
- e) Sexual Violence Prevention and Reporting Presentation: Dave Wilson, Andi Sims, Carolyn Keys, Marti Whitford, and James Czaja presented on the College's progress in updating policies, procedures, and services to comply with VAWA, the Campus SaVE Act, and the Clery Act, and California's affirmative consent law.

4. Future Topics:

- a) AP 5040 Student Records, Directory, and Privacy Information
- b) AP 5071 Student Leave of Absence
- c) AP 5075 Course Adds and Drops
- d) Catalog Timeline Presentation

C. Professional Development Council Report:

1. The Flex Day Task Force has met to finalize Spring Flex Day offerings. Flex sessions will be available for registrations shortly. Please register as soon as possible. This year, part-time faculty can also get paid for attending workshops for two hours.
2. Stacy Gutierrez will also be sending out a faculty survey during Winter or the first few weeks of Spring for feedback from faculty.
3. Conference and Travel money is still available. Please allow four weeks to process.
4. Beta Meyer, Faculty Professional Development Coordinator (x5123) can also take faculty professional development questions.

IX. Action:

- A. College Mission Statement Revision: This item was originally continued from the November 12 meeting.

A motion to hold consideration of the item was made, seconded and approved unanimously due to technical difficulties in presenting the changes via the projector. After resolving the problem, a motion to approve was then made and seconded. A motion was also made and seconded to substitute the revised statement in the packet for the version displayed on the screen (from the last PAC meeting). The motion was approved unanimously. A discussion then occurred on the revisions and the motion to approve the revised statement was approved unanimously. The statement will be presented on Friday, December 4, at PAC.

X. Discussion:

- A. C&I AP 4050 Articulation: This item was discussed.
- B. Resolution 15-05 Creation of CTE Liaison Position: This item was discussed.
- C. Resolution 15-06 Support for CCCCCO Task Force Report on Accreditation

A motion to suspend the rules and consider this as an Action Item was made and seconded with one nay, Eric Kaljumagi. A motion to approve the resolution was made and seconded. A discussion occurred and the motion then carried unanimously.

- D. Resolution 15-07 Support for Department Chair Compensation: This item was discussed. Scott Guth is the author and contact person on the resolution. The Senate will vote on this at its first meeting in the Spring.

XI. Information/Announcements: The Communication Department and the Forensics Team will be hosting a forensics competition this weekend on campus. The FA will be hosting a retirement workshop for adjunct faculty members on March 16 in Founders Hall from 11 a.m. to 2 p.m. Lunch will be provided to those who RSVP to shillman@mtsac.edu by March 1, 2016. Everyone is welcomed to attend. There is also a "Department Night" being promoted for Puttin' on the Hits - for departments that agree to attend together, announcements will be made so that everyone in the audience knows that departments support their students. Finally, the Holiday Tea is currently taking place, and everyone is encouraged to attend that in Founders Hall.

XII. Adjournment: 1:02 p.m.