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Minutes

Academic Senate Meeting

October 13, 2016

Present: Jef Archibald, Roxan Arntson, Robert Augustus, Jared Burton, Holly Cannon, Kate Cannon, Scott Childress, Maria Davis, Time Engle, Sun Ezzell, L.E. Foisia, Vicki Greco, Jennifer Hinostraza, Tamra Horton, Luisa Howell, James Hutchinson, Eric Kaljumagi, Tiffany Kuo, Jenny Leung, Patricia Maestro, Jean Metter, Beta Meyer, Dana Miho, David Mirman, Donna Necke, Bruce Nixon, Serena Ott, Robert Purcell, Liesel Reinhart, Eloise Reyes, Karla Rivas, Kelly Rivera, Linda Rogus, Dianne Rowley, Michelle Sampat, Hector Sanchez, Michael Sanetrick, Michelle Shear, Joan Sholars, Lina Soto, Chan Ton, Janet Truttmann, Chisato Uyeki, Liz Ward, Shari Wasson, Shelby White, Abby Wood

Absent: Barry Andrews, Matthew Burgos, Corey Case, Scott Guth, Lance Heard, Tony Henry, Jaime Hooper, Fred Kobzoff, Charis Louie, Regina Martinez, Martin Mason, Rebecca Walker, Samuel Wolde-Yohannes, Tina Ziolkowski

Guests:

- I. Call to Order: The meeting was called to order at 11:25 a.m.
  - II. Consent Agenda: *A motion to approve the Consent Agenda was made, seconded. Motion to pull Item F, Curriculum and Instruction Purpose and Function Statement. Item F will become Action Item AA. Motion to approve all except item F seconded and approved unanimously.*
  - III. Public Comment: None.
  - IV. Officer Reports
    - A. President:
      1. Academic Mutual Agreement Council: AMAC met on September 27 and discussed the following items:
        - a) Director, Strong Workforce Initiatives: The College will be proposing a management position to manage the SWF funds and reporting duties. Martin and I raised a number of concerns about the position.
        - b) BP4100 Graduation Requirements for Degrees and Certificates: Audrey was not at AMAC, so the Council didn't receive feedback on BP4100. It will return at the next meeting.
        - c) ITT Tech students: We received an update on information sessions being held for ITT Tech students. The College is trying to get contact information for displaced students to reach out to them about future enrollment.
        - d) Dual Enrollment: The College would like to form a joint task force with Senate and FA appointees to study the implementation of the current pilot and draft a BP and AP to guide future dual enrollment programs. AMAC discussed possible makeup of this task force.
- AMAC will next meet on October 17.
2. Accreditation Steering Committee:
    - a) The committee will next met on October 7. Details of this meeting will be in my next report.
  3. Equivalency Committee
    - a) The met on September 26 and reviewed AP7211, the new ASCCC paper on equivalencies, and the table of expiring equivalencies. The committee also reviewed equivalency requests from Manufacturing, EMS, and Radiologic Technology. The committee will next meet on October 24.
  4. Institutional Effectiveness Committee:
    - a) The IEC meeting scheduled for September 28 was canceled. The committee met on October 12. Details of the meeting will be in my next report.
  5. President's Advisory Council: PAC met on September 28 and discussed the following items:
    - a) AP 3700 Social Media – this AP was approved; the final version differs from the Senate-approved version in some parts based on feedback from Cabinet and the FA.

- b) AP 4105 Distance Learning – the AP was accepted as an information item
- c) AP 4020 Program and Curriculum Development – the AP was accepted as an information item
- d) PAC Purpose and Function Statement Review – the statement was updated for accuracy to reflect the current membership.
- e) Proposed Committees – Dr. Scroggins is proposing a new committee (CTE Advisory Committee) and a new task force (Master Plan Steering Task Force).

PAC met on October 12. Details of this meeting will be in my next report.

- 6. Board of Trustees Meeting
  - a) The Board of Trustees convened a special meeting on September 28 to review and comment on the accreditation self-study. The report was received positively, and the Board members had relatively few questions for the accreditation team.

The Board of Trustees met on October 12. Details of this meeting will be in my next report.

- 7. Management Screening Committee Appointments
  - a) Director, Grounds and Transportation - An all faculty call was sent out to sit on the screening committee. Marc Ruh was appointed.
- 8. President's Town Hall Meetings
  - a) On September 29, I attended the President's town hall meeting on campus safety. Topics discussed included: POST certification of the Mt. SAC Police Department, proposed changes to the Use of Force AP/BP, a proposed increase in surveillance cameras and activities on campus, and disaster preparedness. The meeting was primarily information, but there will be dialogue on these issues in the Spring. I encourage faculty to stay abreast of these issues and develop informed opinions to share at the appropriate times.
- 9. Faculty Hiring Prioritization
  - a) The Senate Executive Board will be meeting to discuss and rank faculty hiring requests on Friday, October 14. There are 60 requests across the divisions. Hiring is expected to be meager this year, as the FON will either be stagnant or increase only a small amount. There have also not been a significant number of retirements/separations. AMAC will compile the College's hiring priority list on October 24.
- 10. Council, Committee, and Coordinator Vacancies
  - a) There are still a few council and committee vacancies that need to be filled for 2016-17. The current list of open positions is attached to this report. Additionally, Jean Metter has announced her intent to resign as Assistant Curriculum Liaison effective December 2016.

B. Vice President:

- 1. Budget Committee
  - a) The Budget Committee met yesterday, Oct. 5 to approve the Budget Review and Development Guide, which was completed over the summer to better explain Mt. SAC's budget process to budget managers and others. Special thanks to Dan Smith for his work last Spring and over the Summer in making this happen.
  - b) The next meeting will be a joint meeting with IEC on Oct. 26, at 1:30 p.m. to align the college's planning process (PIE) with Budget's calendar.
- 2. Spring Flex Day
  - a) FPDC has forwarded some suggestions for Spring Flex and a general call for requests for workshops will go out next week.
- 3. ASCCC Events
  - a) I will be attending the Academic Academy this weekend in Costa Mesa as part of my role in the Equity and Diversity Action Committee. EDAC will be meeting later in the month to discuss ways that we can continue to promote these topics within the state Senate and look at the resolutions to be presented at Plenary. On October 22, the college will host the Regional Curriculum meeting for the South here in Building 13, from roughly 9 until 3 p.m. Further details are available on the ASCCC.org website.

V. Legislative Liaison Report:

A. Bills signed by Governor Brown:

- 1. AB 1732: Non-gender-specific signs must be posted on single-occupant restrooms by March 1, 2017

2. AB 2364: Community college districts must exempt a special part-time student, other than a nonimmigrant alien, from paying all or parts of the fee if that student is admitted pursuant to one of additionally specified concurrent or dual enrollment programs
3. AB 1690 (Medina) Community Colleges: Part-Time, Temporary Employees: Mandates seniority re-hire rights for all part-time faculty members.
4. SB 1379 (Mendoza) Community Colleges: Part-Time, Temporary Employees: Ties SSSP funds to collective bargaining. Community college districts will be required to have collective bargaining agreements for part-time faculty. CCCs must establish standards for reemployment preferences and evaluation practices for part-time faculty.
5. SB 66: CTE Pathways program 2 Year: The Department of Consumer Affairs must provide the Chancellor's Office with licensure information to allow the Chancellor's Office to measure employment outcomes of students who participate in career technical education programs in California Community Colleges.
6. SB 906: Extends priority registration for foster youth, EOPS, and DSPS.
7. SB 1359: As of January 1, 2018, community colleges must identify courses that exclusively use digital course materials in the online version of the campus course schedule and inform students that course materials for these courses are free of charge and do not need to be purchased.

VI. CTE Liaison Report: No report.

VII. Noncredit Liaison Report:

- A. The School of Continuing Education started the process for our WASC Accreditation Self-study for SCE. This is similar to the ACCJC but specific to adult education. We will be reaching out to our credit partners to provide input on the review.
- B. SCE is implementing the Noncredit Student Success and Support Plan that we submitted last year, which outlines core services we were already delivering. SCE has mapped the Noncredit SSSP data elements with Banner for MIS upload.

VIII. Faculty Association Report:

A. Negotiations

1. The FA Representative Council has recommended approval of the 22 tentative agreements. Ratification ballots were sent out this past Monday and will be due back to the FA Office on 21 October. We expect that the Board of Trustees will be asked to consider ratification of the agreements at its November or December meeting. At the same time, we are sending out a survey to faculty (via the Luminis Portal) regarding potential negotiation topics for this year's negotiations. Eric Kaljumagi, Veronica Alvarez, Linda Chan, Sandra Esslinger, and Joan Sholars make up the 2017 Faculty Association Negotiation Team.

B. Representative Council

1. In addition to the approval mentioned above, the FA Representative Council has approved modifications to its bylaws and goals for 106-17. The goals may be found on the back of this report. Furthermore, the Representative Council has directed the FA Executive Board to pilot a means by which faculty may provide input about their immediate managers to the College.

C. Celebration of Adjunct Faculty

1. As part of national Campus Equity Week activities, the FA is hosting a celebration of our adjunct faculty in Founders Hall between 11:30 and 1:30 PM on 18 October. We hope you will join us at this reception celebrating the work of the roughly 1000 part-time employees who teach roughly half of our class sections.

D. STRS Retirement Workshop

1. The FA will present a workshop entitled "CalSTRS: Empowering Yourself with the Facts," on **1 November from 2:30-4:30 PM** in room 6-160. The presenter will be Morgan Brown, the Executive Director of Associated Pomona Teachers. Those interested in attending this event should sign up through POD via the POD calendar which may be found at <http://pod.mtsac.edu>.

E. Puttin' on the Hits 2016 #2

1. Due to the college's upcoming accreditation visit, this year's version of Puttin' on the Hits will be in the Fall semester on **18-19 November 2016**. This year's shows will be at 7:30 pm on 18 November and a 7:00 pm on 19 November. We hope you will join us. The FA will also accept tax deductible donations to the Faculty Association Student Achievement Fund (FASAF) from those that wish to support our work. Tickets may be purchased at the Mt. SAC Box Office or through [www.4tix.org](http://www.4tix.org).

F. FA 2016-17 Goals (adopted 4 October 2016): see attached

- IX. Associated Students Report:
- A. Open Senator Positions coming up (I will bring flyers next time, I apologize for the inconvenience):
    1. Activities Senator
    2. Arts Senator
    3. Community Relations Senator
    4. Cross-Cultural Senator
    5. Finance Senator
    6. Publicity Senator
    7. Student Services Senator
    8. Two Student Court Officer Positions
  - B. Currently revamping many of our Bylaws – Over the summer it was discovered that our bylaws contain many flaws, and therefore we have decided to undertake the task of fixing them this year.
    1. Thursday meetings will now be revamping days for our bylaws, tours will still occur, but the primary focus of each Thursday will now be to review our governing documents.
  - C. Recommending tours – Myself and the other Senate Co-Chair will now be looking at tours and other learning opportunities for our senate. If you have any recommendations for tours or on campus learning activities, I would be very happy to hear them. As of right now, we only have the wildlife sanctuary as our final tour.
  - D. Happy Halloween to everyone! Enjoy the kids knocking at your door despite turning off your lights and the self-induced stomach aches, I know I will!
- X. Council Reports:
- A. Curriculum & Instruction Council Report:
    1. Committees
      - a) Continuing Education - Minutes: None
      - b) Distance Learning - Minutes: May 10, 2015 and May 24, 2015
      - c) Educational Design - Minutes: September 13, 2016 and September 20, 2016
      - d) Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
      - e) Equivalencies - Minutes: None
      - f) Outcomes - Minutes: None
    2. Curriculum
      - a) Curriculum & Instruction Council Consent:
        - (1) Media Production/Broadcasting Technology Equivalency: See Attached Handout
        - (2) Curriculum & Instruction: Action Items:
        - (3) Curriculum & Instruction Purpose and Function: See Attached Handout
      - b) Curriculum & Instruction Council Information Items:
        - (1) C & I Goals: See Attached Handout
        - (2) EDC Goals: See Attached Handout
        - (3) EDC Purpose, Function, and Membership: See Attached Handout
      - c) Courses Approved on Consent Agenda
        - (1) LIT 14 Introduction to Modern Poetry
        - (2) LIT 36 Intro to Mythology
        - (3) ENGL 65 Grammar Review
        - (4) LIT 20 African American Literature
        - (5) LIT 6B Survey of English Literature C-ID aligning
        - (6) PLGL 31A Legal Analysis and Writing
        - (7) MUS 48 Men's Vocal Ensemble
        - (8) MUS 22 Conducting
        - (9) PHOT 21 Exploring Color Photography
      - d) Courses Reviewed and Approved
        - (1) ARCH 101 Design I - Elements of Design Added ARCH 121 as corequisite. Requested class size change from 24 to 18
        - (2) PSYC 10 Statistics for the Behavioral Sciences

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- (3) FIRE 96 Work Experience in Fire Science
  - (4) POLI 1 Introduction to American Government and Politics Change of prerequisite from Eligibility for ENGL 68 to Eligibility for ENGL 1A.
  - (5) POLI 1H Political Science – Honors
  - (6) ENGL 1AH Freshman Composition - Honors
  - (7) ENGL 1A Freshman Composition
  - (8) AHIS 9 History of Asian Art and Architecture Submitted for C-ID alignment. TOP Code change from 220500 to 490310
  - (9) ARCH 121 CADD and Digital Media Level I Added co-requisite: ARCH 101
3. Approved Credit Programs:
- a) New: Photography Video Production Certificate: This Certificate integrates still photography and video capture, for the student that is interested in the field of photography coupled with video production. It is designed to prepare students for entry-level employment as both a photographer and videographer. The goals of this Certificate are to prepare students to combine still and video to produce quality imagery by working collaboratively using digital camera still and video capture, lighting, composition, storytelling, audio and image editing and output techniques to produce visuals that effectively communicate ideas or narratives for commercial, editorial, or fine art purposes. Required Units in the Major: 25
4. Approved Noncredit Programs
- a) Financial and Database Management: This certificate will prepare students for entry-level bookkeeping and database employment. Completion of the certificate provides students with basic vocabulary and knowledge of financial and database software.
  - b) ASVAB Test Preparation: General and higher level knowledge in five of the ten areas of the Armed Services Vocational Aptitude Battery (ASVAB) Exam for general science, word knowledge, paragraph comprehension, arithmetic reasoning, and math knowledge and test preparation skills.
  - c) Physical Therapy Aide: The goals of the program encompass the content of courses in the sequence, community need, and the missions of both Mt. San Antonio College (Mt. SAC) and the CCCCO. After completing the Physical Therapy Aide program, students will: gain employment as a physical therapy aide in a healthcare setting, demonstrate job readiness skills, progress through the health career ladder by enrolling in further allied health career programs. These objectives clearly address the contribution that this program can make to the regional economy by producing qualified employees in a high demand field. The Physical Therapy Aide program objectives are consistent with and directly address a primary mission of the community colleges which is to “advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.
  - d) Electronic Systems Technology – Cabling and Wiring: The Electronic Systems Technology Cabling and Wiring skills certificate is a short-term vocational program within the field of electronics technology. This program, which has no prerequisites and minimal math analysis, provides job skills in the installation and testing of low-voltage copper, coaxial, structured cable, and fiber-optic systems. Such installations are found in public and private telephone and data-communications networks, in business and residential computer and security systems, and in the custom home-theater and home-automation industries.
5. EDUCATIONAL DESIGN COMMITTEE CURRICULUM SUBMISSION DATES
- a) SUBMISSION DATES
    - (1) Courses  
New courses and modifications to courses, including 4-year review, are due on 31 May, 2017 for the 2018-19 catalog.
    - (2) All of these courses must have completed an SLO review cycle through Use of Results. If courses do not have a completed SLO, faculty members will have an additional year to complete an SLO before the course inactivation process starts.
    - (3) New courses and modifications to courses, including 4-year review, submitted between June 1, 2016 and May 31, 2017 are guaranteed to be prescreened and receive an EDC review by the end of Fall 2017 as long as the prescreen requests are addressed in a timely manner.
    - (4) Course modifications include changes to:



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- a. Course ID Prerequisites, corequisites, and advisories
  - b. Course Title Certificate, degrees, and majors
  - c. Catalog Description General Education Requirements/ GE Status
  - d. Units and hours Articulation
  - e. Repeatability
  - f. SAM Code changes Instructional Type (Lecture, Lab, Lecture and Lab Combination, or Activity)
  - g. Top Code Changes

5) Programs: Degrees and Certificates

- a. Degrees and certificate modifications are due by May 31, 2017 for the 2018-19 catalog.
- b. All courses in modified degrees and certificates must be in Stage 5 or approved within the last 5 years for Title 5 compliance.
- c. Modified degrees and certificates submitted between June 1, 2016 and May 31, 2017 are guaranteed to receive an EDC review by the end of Fall 2017 as long as prescreen requests are addressed in a timely manner.

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

- 1. Action: No action items.
- 2. Information:
  - a) The delay in the Common Assessment Initiative is still unknown with the Chancellor's Office continuing to work on Multiple Measures (MM). Our next meeting should contain an update on what the college is doing with respect to MM and how that process is going.
  - b) SP&S discussed the need to review both BPs and Aps in the 5000 series and decided to proceed with us checking those posted against OnBase and collecting the statutory references to see if any need to be revised. We also discussed the practice of listing "Reviewed" on each of the documents on the college's website and agreed that the use of the term was ambiguous, in need of clarification. We will continue to discuss this at future meetings.
  - c) The Council's goals and objectives from prior years will be distributed by e-mail so that the Council can begin work on developing its goals for the coming year.
- 3. Future Topics:
  - a) AP 3540 Sexual Assaults on Campus
  - b) CCSSE and CIRP results
  - c) Review of Multiple Measures usage
  - d) 2016-17 Goals and Outcomes

C. Professional Development Council Report:

- 1. PDC would like to survey faculty to learn more about professional development activities that faculty are involved in outside of POD. They would like to know about great learning experiences that are happening and possibly share with the campus.

XI. Action:

AA. Curriculum and Instruction Purpose and Function Statement

*A motion to approve the Action Item was made and seconded. A discussion occurred and the motion carried with one abstention (Eric Kaljumagi)*

A. 2016-17 Senate goals and Strategic Objectives

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

B. CTE Advisory Committee Proposal

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

XII. Discussion:

- A. Dissolution of Professional Relations Committee (Contact: Jeff Archibald x5434). *This item was discussed.*

XIII. Information/Announcements:

- A. Senate Rostrums are available
- B. Next meeting is October 27 where we will be discussing the State Academic Senate Resolutions. Resolutions will be sent to you as soon as possible so that we can discuss and vote on them. Our next Senate business meeting will be November 10.
- C. If interested in attending any CCA conferences please contact Joan Sholars or Eric Kaljumagi.
- D. Election Night watch party Tuesday, November 8. All students are welcome. It will be hosted in Building 13 and flyers will be available to have students attend.

XIV. Adjournment: 12:47 p.m.