



**ACADEMIC SENATE  
APPROVED MINUTES  
FEBRUARY 4, 2010**

Senators Present: Mike Adams, Kevin Alavezos, Paul Berger, David Boley, Paul Cripe, Ellen Dambrosio, Bob Droual, Jennifer Hamilton, Jim Howen, Jill Lear, Allan McKissick, Estella Nanez, Jeff Netto, Dale Pollard, Belen Robinson, Burt Shook, Brian Sinclair, Rob Stevenson, Theresa Stovall, Barbara Wells, Jason Wohlstadter, Layla Yousif

Senators Absent: Paul Brogan, Debbie Laffranchini, Adrienne Peek, Dale Pollard, Lisa Riggs, Travis Silvers

Guests: Carlos Fierros, ASMJC President of Clubs, Patricia Fierros, MJC student, Yashlee Nazi, ASMJC President, Karen Walters-Dunlap, Vice President of Instruction

I. APPROVAL OF ORDER OF AGENDA ITEMS

The order of the agenda items was approved without objection.

II. APPROVAL OF THE MINUTES (January 21, 2010)

The minutes of January 21, 2010 were approved as amended.

III. REPORTS

ASMJC

Carlos Fierros, President of Clubs, reported that several students will be attending the Berkeley Leadership Symposium which will be held at U.C. Berkeley on Saturday, February 6. ASMJC is also planning a voter registration drive and is registering students for the March in March.

College Council

Barbara Wells reported on the January 25, 2010 College Council discussions:

AIE Committee Update: Dr. Walters-Dunlap reported that the Accreditation Standards Self-Study Writing Teams Tri-Chairs have been formed and will be meeting on Mondays alternating with College Council meetings beginning February 1, 2010. There are still a few vacant positions on the teams and additional faculty and classified staff are encouraged to participate.

Enrollment Update: Dr. Walters-Dunlap reported that MJC is within 20 FTES of our target for the spring semester and that the summer instructional program will remain at the reduced level. The target for 2010/2011 is 14,972.

Student Feedback Regarding Changes in the Bookstore: ASMJC student leader Francisco Loayza discussed the frustration expressed by students with being directed to three different bookstores to obtain their textbooks, due to an apparent 40% reduction in the number of books ordered. It was clarified that the off-campus bookstore was not a district bookstore. Francisco indicated that ASMJC is interested in developing a bookstore satisfaction survey for both faculty and students. Gary Whitfield explained that financial implication when excessive numbers of books are ordered and would like to see the bookstore become a college operation, rather than a district one. Dr. Walters-Dunlap indicated that there needs to be more communication with the Bookstore Advisory Committee regarding the appropriate number of books ordered for courses.

Planning and Budget Committee Update: Gary Whitfield distributed the MJC 2010-2011 Zero-Based Budget Guidelines and requested input from all constituent groups. The committee needs to develop college-wide priorities and the budget needs to be established. “Unit/division leaders will be expected to build a recommended budget for their respective areas and submit those to the appropriate Vice President. The Vice Presidents will review those documents with the unit/division leadership to: 1) ensure that the appropriate documentation is provided, and 2) determine preliminary prioritization which will then be forwarded to the Planning and Budget Committee.”

Measure E Projects Update: Gary Whitfield stated that the Facilities Capital Construction Work Group had met and that recommendations for the reallocation of Measure E funds will come to the College Council for approval next week.

#### Professional Development Committee

Barbara Wells reported that the committee has completed the review of surveys from Spring 2010 Institute Day and that the Arts/Humanities/Communications Division has been confirmed as the Fall 2010 Institute Day host division.

#### Title V Grant

Peggy Kroll presented an overview of the first year activities for the Title V grant. There are three major components under the grant:

1. Staff Development (Diversity and Equity/Technology, Leadership, Communication):  
Dedicated to developing the MJC’s primary resource—its people.  
*Diversity and Equity*—consists of on-campus training, research, and presentations.  
*Leadership, technology, and communication training*—consists of: 1) survey college staff to determine priority training needs; and 2) research and select training.

*Individual staff development (off-site conference and training):* 1) work with deans to determine division needs; 2) develop mini-proposal process and share-out forms; and 3) Staff Development website for accessing opportunities and findings.

The announcement of the first round of mini-grants will be coming out of the President's Office by Friday, February 5, 2010. There will be a link on the MJC website to the application/proposal materials. Proposals are due on Thursday, February 18, 2010 with confirmation of grant awards being announced on March 2, 2010.

2. Student Learning Resources (First Year Experience/Peer-Led Learning):

*First Year Experience*—consists of: 1) development of core curriculum and FYE seminar; 2) research and purchase of student response system and training of instructors; and 3) development and implementation of FYE training (Spring or Fall 2011).

*Peer-Led Learning*—consists of: 1) identification and purchase of supplemental instruction “mimic” software; 2) development of training for Peer-Led Learning Leaders; 3) training of first cohort of leaders; and 4) identification of Math 90 for PLL.

3. Grants and Resource Development:

*Grant Development/MJC Strategic Goals*—consists of: 1) work with MJC Planning and Budget Committee and administration to identify priorities; and 2) meet with departments and divisions to identify project ideas.

*Develop Grant-making Training*—consists of: 1) recruit faculty/staff for grant development cohort; and 2) design Grant Resource website.

*Project Development/Collaborative Planning*—consists of: 1) planning facilitation (Compression Planning); and 2) writing assistance (editing, budget design, templates, charts, etc.)

*Grant Writing*—plan, develop and write proposals.

*Grants Project Manager Training*—consists of: 1) standardize recordkeeping and management processes; and 2) assist with project troubleshooting.

Peggy announced that the Title V Office is now up and running in Yosemite 118 on the West Campus. Shirley Miranda has been hired as the Administrative Specialist to support the Title V grant.

### Assessment Work Group

Jason Wohlstadter reported that the Assessment Work Group is finalizing the groups' mission statement and refining a specific timeline to bring the Accreditation and Institutional Effectiveness Committee, the Planning and Budget Committee, and the Assessment Work Group together to work on accreditation issues.

There are still no representatives on the Assessment Work Group from the BBSS division. Senators from that division are asked to assist in recruiting representatives to serve on this work group and to take on/share the responsibilities associated with this work.

## Planning and Budget Committee

President Adams presented the following update from the Planning and Budget Committee:

Grants: The five grants that appear on the Consent Agenda for this meeting were introduced at the last Planning and Budget Committee meeting as a report item. Similar reports will be given to the committee on a monthly basis, which is intended to begin communication about grants much earlier in the process.

Coming Soon: The committee will be considering applying for a grant to receive free consultation from the state's RP Group on data integration and planning. The committee will also be working on a recovery plan, including historical data about unmet needs such as unreplaced or "lost" faculty positions. The committee will also be completing work on the Zero Based Budgeting process. The next step is for College Council to approve the process so that it can be officially sent to the area leaders so that they can begin their work.

## President's Report

President Adams reviewed the following items:

ASCCC on the State Chancellor's "Mandate": Senate presidents have been hearing the State Chancellor's statements about the California community colleges being described as a "mandate". In some cases these statements are being used to justify changes to what courses our college chooses to focus on. President Adams has asked ASCCC President Jane Patton for her opinion, and it appears that she agrees that the State Chancellor does not have the authority to make curricular decisions, or to mandate local scheduling decisions. Such decisions must be made in concert with faculty and, if that is not the case, are being made improperly.

A key quote from Dr. Patton: "The question of whether a certain course is offered every other semester, for example, should be a senate (working with departments) decision." She also is of the opinion that faculty should consider the reality of the situation in making those decisions (and not disagree with administrative decisions just to make a point). Another key quote: "Is it good to try to limit the number of classes that are not a part of a certificate, degree, or transfer program? Probably, especially in this climate."

CSU General Education Course Review: It has been some years since the voice of community colleges has been included in discussions regarding CSU GE course review, and CSU is eager to remedy this gap. ASCCC is asking senate presidents to nominate local faculty in the following areas to participate in the current work of reviewing CSU GE courses: Mathematics, English, Communications, Life Science, Physical Science, Social Science, Arts and Humanities. Faculty are asked to contact President Adams if they are interested in participating in the review of these courses. This would involve reviewing electronic documents that would be e-mailed to participants.

Bookstore Advisory Work Group: President Adams continues to serve on this work group, but would be willing to yield his membership to another faculty member who would like to serve. Please let President Adams know if you are interested in serving.

General Education SLOs: The AIE Committee has developed institutional-level SLOs by looking at our General Education requirements and then developing SLOs related to those requirements. All students who are awarded a degree from MJC would be expected to meet these SLOs. These GE SLOs were approved by the Curriculum Committee at their February 2, 2010 meeting and will be appearing on the next MJC Academic Senate agenda for approval so that these SLOs can be included in the 2010/2011 college catalog.

#### IV. CONSENT AGENDA

- A. Opening nominations for Secretary, Legislative Analyst, and Parliamentarian.
- B. Invite Rhonda Green to the February 18<sup>th</sup> Senate meeting to talk about textbook ordering and the Pirate's Bookstore.
- C. Senate President signature on grants: BPI Center for Excellence, EWD Industry Driven Regional Collaboratives, Advanced Transportation Technologies & Energy, Workplace Learning Resource Center, and HIS Education Grant Program.

The consent agenda was approved without objection.

#### V. ACTION/DISCUSSION ITEMS

##### A. Continuing Business

AIE Committee Membership—Replace Bob Nadell with Martha Robles

President Adams informed the senate that Dr. Nadell had planned to attend today's meeting, but was unable to do so. This matter will be brought back to the senate for further discussion at the February 18, 2010 meeting.

##### Program Discontinuance Study Session

The senate continued its small group study session on program discontinuance. Some of the main observations and recommendations from the groups include the following:

1. Use good ideas from cohorts and other colleges
2. Keep MJC educational mission primary
3. Be sure to have flexibility in funding
4. Need a weighting system for priorities
5. Low FTES is just *one* factor to be considered
6. Protect faculty positions by prioritizing cuts
7. Be very cautious with small programs
8. Get input from divisions
9. Look strategically at both colleges together

The senate will continue discussion on program discontinuance at their next meeting on February 18, 2010.

### New Business

#### B. Bylaws Revision

President Adams reported that a change is being proposed to the MJC Academic Senate Bylaws:

Section 2.C. to read as follows:

“Senator: A faculty member who (1) by election from a representative body as defined in Article III, Section 2; (2) by election from the faculty at large as defined in Article III, Section 2.D.; (3) by election from the adjunct faculty as defined in Article III, Section 2.E.; or (4) by election from the full faculty to the position of President-Elect, enjoys full speaking rights, full rights to introduce resolutions, and full voting rights at both regular and special general sessions of the Academic Senate of Modesto Junior College. **Neither the President-Elect nor the Secretary count as a representative of any particular area.**”

M/S/U (Rob Stevenson/Jennifer Hamilton) to approve the proposed MJC Academic Senate Bylaws change as presented for a first reading.

#### VI. OTHER DISCUSSION

Vice President of Instruction Karen Walters-Dunlap will send the link to the Legislative Analyst Office (LAO) website where information can be found on proposals to redefine the mission of California community colleges.

#### VII. ADJOURNMENT

The meeting was adjourned at 5:30 p.m.