



**ACADEMIC SENATE
APPROVED MINUTES
OCTOBER 8, 2009**

Senators Present: Mike Adams, Kevin Alavezos, David Boley, Paul Cripe, Ellen Dambrosio, Bob Droual, Rebecca Ganes, Jennifer Hamilton, Jim Howen, Jill Lear, Allan McKissick, Estella Nanez, Jeff Netto, Burt Shook, Travis Silvers, Brian Sinclair, Rob Stevenson, Theresa Stovall, Monique Vallance, Barbara Wells, Jason Wohlstadter, Layla Yousif

Senators Absent: Paul Berger, Paul Brogan, Jim Howen, Debbie Laffranchini, Adrienne Peek, Dale Pollard, Lisa Riggs, Jim Sahlman

Guests: Yashlee Nazi (ASMJC), Rich Rose (MJC President), Karen Walters-Dunlap (Vice President of Instruction)

I. APPROVAL OF ORDER OF AGENDA ITEMS

The order of the agenda items was approved as amended.

II. APPROVAL OF THE MINUTES (September 24, 2009)

The minutes of September 24, 2009 were approved as submitted.

III. REPORTS

A. ASMJC

Yashlee Nazi reported that ASMJC and the Campus Clubs of MJC are hosting the Annual Halloween Carnival and Haunted House on the West Campus on Friday, October 30 from 4:00 to 8:00 p.m. The event is free and open to the public. Other upcoming activities include Dios de los Muertos activities hosted by the Latino Club on Monday, November 2; the Fall 2009 California Community College Student Affairs Association (CCCSAA) Student Leadership Conference which is scheduled for October 16-18 in Sacramento; and the Slam On Rye event which is scheduled for Saturday, December 12 at the State Theatre.

B. Institutional Effectiveness Report

Karen Walters-Dunlap, Vice President of Instruction, explained that WASC requires that an annual report on institutional effectiveness be presented and discussed college wide. The Executive Summary document that was distributed to the senate is part of the Institutional

Effectiveness Report 2009 that was prepared by the MJC Research and Planning Office—Dr. Ken Hart, Director of College Research, and Nora Seronello, Research Analyst. The entire report is available on the MJC website at: <http://www.mjc.edu/facultyinformation/research>.

Annual report data is collected from our district network (Datatel) with some data provided for State and Federal guidelines as well as for specific campus groups. Some data areas are required for accreditation reporting and will be separated out, such as online courses and licensure results/success rates for specific programs such as nursing. Hybrid courses are *not* considered online for purposes of this report.

C. Student Services

Dr. Bob Nadell reported that students have been using fraudulent add codes to try to get into classes. Faculty are urged not to post their add codes on classroom blackboards and to report any student that has used or is attempting to use these fraudulent add codes to Martha Robles, Director of Student Success immediately. This is a violation of the Student Code of Conduct and must be reported. An investigation will be conducted and appropriate sanctions will be issued to the student.

D. College Council

Barbara Wells reviewed highlights from the September 28, 2009 College Council meeting:

Parking and Traffic Work Group: Lloyd Jackson presented a recommendation intended to improve traffic flow and safety around the east campus. Exiting from parking lots 101, 104, 106, 108, 109, Stadium Way and South Campus would be right turn only. The traffic in Lot 103 would enter from North Campus Way and exit right onto Coldwell Avenue. A one-way sign would be posted at the entrance to Stadium Way from Coldwell Avenue. Additional proposed modifications would require approval from the City of Modesto.

Fund Drives or Solicitations and Naming of College Facilities Forms: Forms previously presented for fund drives and solicitations were accepted. Gary Whitfield, in consultation with Gene Hill, presented the existing College Procedure to Board Policy-3620 which provides the procedure for the college for the naming of the facilities. An additional section to the policy which delineates the approval process was proposed.

Wellness Focus and Institute Day 2010: YFA President Jillian Daly submitted an email requesting an agenda item be included regarding the District Council's agreement for Fall Institute Day 2010 to focus on wellness. President Rose indicated that this information was erroneous and that the Academic Senate and individual divisions are responsible for the staff development portions of Institute Day. It was further clarified by Mike Adams and Barbara Wells that the Academic Senate had supported a request from the previous Institute Day Work Group to solicit interest on the part of faculty regarding establishing a Wellness Task Force. As co-chairs of the Professional Development Committee, Dr. Walters Dunlap and Barbara Wells will contact Diane Wirth regarding wellness.

Enrollment: Dr. Walters Dunlap reported that FTES was 6697, just 20 FTES above our target.

College Calendar: Dr. Walters Dunlap stated that the Task Force on scheduling would be meeting soon to plan for summer session, and at this time a summer session is planned. Early start summer classes will end after June 30th, and the summer offerings may be reduced. The Calendar Work Group has proposed a 14-week summer session and a fall semester that would start and end one week earlier. The implications of this proposal on financial aid are being researched.

Anti-Bullying Policy and Enrollment Priorities: Dr. Nadell reported that the feedback regarding the Anti-Bullying Policy will be forwarded to Dr. Darnell. The changes to priority registration including veterans and their dependents, and priority based upon units completed at MJC for students with BA degrees will be moved forward.

Planning and Budget: Gary Whitfield provided the District Budget Suggestions and Responses and indicated that each item in the report was being reviewed and potential savings calculated. The District is facing \$12 million deficit next year. MJC's projected budget will have a \$7 to \$7.5 million shortfall. Campus-wide discussions refocusing on reductions are needed and a plan must be submitted to the Chancellor within the next two weeks. Budget reductions must be integrated into program review and linked to our prioritized strategic goals.

E. Instructional Administrators Council (IAC)

Karen Walters-Dunlap reported that a \$1 million reduction will be made in the PTOL budget. The Spring 2010 class schedule will be available live online and in .pdf format for staff only on Friday, October 9. The Ed Code requires that hard copies of the class schedule be provided to anyone who requests it, so there will also be a limited number of paper copies available. The Accreditation and Institutional Effectiveness Committee will act as the Steering Committee for the MJC Accreditation Self-Study.

F. Faculty Consultant

No report presented.

G. Accreditation & Institutional Effectiveness Committee

Dr. Walters Dunlap reported that representatives from MJC attended Accreditation Self-Study training at Merced College. MJC will submit a substantive change proposal for Distance Education. All of the Program Review documents are completed and most of them have been posted on the website. All Program Review Addenda are due to AIE on October 16, 2009. An Assessment Work Group is being formed and representatives from each division are needed. The work on Program Mapping will continue in October and Program Level Outcomes will be developed, followed by Institutional Level Outcomes.

H. President's Report

President Adams reviewed the following items:

Spring Registration Information: Students may only access this information from their campus e-mail account. Faculty are asked to continue to encourage students to activate and use their campus e-mail accounts for all college communications.

Committees that need senate representation: Accreditation and Institutional Effectiveness Committee (AIE) is still in need of a Career and Technical Education Liaison.

H1N1 "Swine Flu" Task Force: This task force is looking for faculty who would be willing to communicate their student attendance data on a weekly basis. If the level of absenteeism gets too high, the college may have to consider shutting down in order to protect everyone's health, so this data is a very important indicator.

Planning and Budget Committee: Vice President Gary Whitfield has sorted the items on the list of budget reduction ideas compiled by the Chancellor into two main categories: 1) items that the college can address; and 2) items that need to be handled by the district through negotiations. At their October 2 meeting, the committee discussed each item that can be addressed by the college. On October 5, IAC, Student Services Council, and the college administration held a Budget Reduction Workshop to work on the details of reasonable but necessary cuts. The results of that meeting will be shared at a special committee meeting on Friday, October 9. At the October 16 committee meeting, a final Budget Reduction Plan will be identified, forwarded on to the MJC Academic Senate for review and then on to College Council.

Special Investigative Task Force: A chair for the Special Investigative Task Force on Faculty Hiring has been identified and several additional members are currently being sought. This task force will begin its work as soon as the membership has been established.

Faculty Consultant to the Board Position: There are three candidates running for the Faculty Consultant to the Board position: Anne Cavagnaro, Charles Mullins, and Sam Pierstorff. The three constituent groups, Yosemite Faculty Association, MJC Academic Senate, and Columbia Academic Senate will vote at their respective meetings in October and the successful candidate will serve in the position during 2010/11 and 2011/12.

IV. CONSENT AGENDA

- A. Adjunct At-Large Senators – Jill Lear and Monique Vallance
- B. Co-Chair of the Distance Education Work Group – Jim Clarke
- C. Senate Representative to the Distance Education Work Group – Mike Smedshammer
- D. Senate Representative to the Title V Grant Steering Work Group – Layla Yousif
- E. Invite Martha Robles to the October 22, 2009 senate meeting to discuss handling of cases of academic dishonesty
- F. Invite Jillian Daly to the October 22, 2009 senate meeting to discuss the Pro-Rata Faculty Hiring MOU

The consent agenda was approved without objection.

V. ACTION/DISCUSSION ITEMS

A. Continuing Business

1. Bylaws Revisions

The senate reviewed the latest version of the proposed Senate Bylaws changes amended at the October 8, 2009 senate meeting. The latest draft will be posted to the senate website and e-mailed to all senators immediately following the meeting so that the bylaws document can be distributed to constituents for input prior to the next senate meeting. Senators will bring back input from their constituents to the October 22, 2009 senate meeting.

M/S/U (Rob Stevenson/Theresa Stovall) to approve the MJC Academic Senate Bylaws document as submitted for a first reading.

2. Rules Revisions

The senate reviewed the latest version of the proposed Senate Rules changes amended at the October 8, 2009 senate meeting and recommended several additional amendments:

Item IV.E.: Revert to original language: “Agenda items for meetings shall be the responsibility of the President. Items may be requested by any Senator. . . “

Item VII.F.5.: Language change: “To facilitate the obligation of the Academic Senate and the District to mutually agree on institutional planning and budget issues, the Planning and Budget Committee . . .” The senate agreed that the above language should also be incorporated into the Accreditation and Institutional Effectiveness Committee description in the Senate Bylaws document.

A revised draft will be posted to the senate website and e-mailed to all senators immediately following the meeting so that the rules document can be distributed to constituents for input prior to the next senate meeting. Senators will bring back input from their constituents to the October 22, 2009 senate meeting.

M/S/U (Rob Stevenson/Jeff Netto) to approve the MJC Academic Senate Rules document as amended for a first reading.

VII. ADJOURNMENT

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