

**ACADEMIC SENATE  
APPROVED MINUTES  
NOVEMBER 19, 2009**

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

Senators Absent: Paul Brogan, Debbie Laffranchini, Jeff Netto, Dale Pollard, Jim Sahlman, Monique Vallance

Guests: New faculty: Erynn Lucas, Stacey Reynolds, Sara Shore, 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 (November 5, 2009)

The minutes of November 5, 2009 were approved as submitted.

III. REPORTS

A. ASMJC

No ASMJC representative present—no report.

B. College Council

Barbara Wells reviewed highlights from the November 9, 2009 College Council meeting:

Research and Planning: Dr. Ken Hart presented the Executive Summary of the *Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) 2009*. “The CCSSE contains questions that frame five benchmark areas that have been identified in research as indicators of student engagement and satisfaction. The five benchmarks are labeled as Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction and Support for Learners.” In spring 2009, 982 MJC students in 55 randomly selected courses completed the survey. In three of the five benchmark areas, MJC students scored above the national CCSSE group mean. In the other two areas, MJC students scored no more than 2.7 points

below the mean. Similarly, MJC faculty were surveyed using the CCFSSSE and the faculty response rate was 45.7 compared to the national CCFSSSE average response rate of 35.0 percent. Academic Challenge (course activities such as analyzing and synthesizing) had the highest mean average score. It is recommended the data is further analyzed to determine if any action needs to be taken to improve processes and activities as well as to the need to balance the frequency of use of services with the levels of importance and satisfaction.

Accreditation and Institutional Effectiveness Committee (AIE): Dr. Walters Dunlap reported that although the AIE Committee had not met, the important work of Program Mapping would continue on December 4, targeting program outcomes and assessment for ten degrees to be published in the next college catalog. Institutional outcomes are in progress, the Accreditation Self-Study information will be received soon, and the structure for the writing teams for the Accreditation Standards has been determined.

Enrollment Update: Registration for Spring 2010 has begun and some classes are already filled.

Planning and Budget Committee: Dr. Karen Walters Dunlap distributed the *Summer 2010 Scheduling Task Force Recommendation to Planning and Budget and President Rose*. The summer scheduling recommendations are:

- Schedule summer courses for a total of 10 weeks, allowing courses to run for either five weeks or ten weeks. **First session**-Monday June 7-Thursday, July 8, **Second Session**-Monday July 12-Thursday, August 12. No PTOL expense will be incurred for the 2009-2010 fiscal year because there will be no early start classes.
- Block scheduling will allow students to take 3-unit classes in five-week modules. The majority of classes would start at 8:00 am, 10:55 am, or 1:50 pm.
- 55% (approximately \$770,000.) of the overall PTOL expense from last year will be saved.
- 50% of the total FTES from last year will be saved. FTES will be reduced from 1742 to 871.
- Buildings or zones within buildings will be offline for the summer to possibly include: unused HVAC quadrants of Yosemite Hall, Ansel Adams and John Muir, Founders Hall, Art Building, unused areas of PMAC, Gymnasium, Tenaya Complex, and theater portion of El Capitan.
- Target audience will be our own continuing students. Scheduling will focus on CTE courses, basic skills courses, transferable general education courses, and essential sequential courses.
- Deans will confer with faculty in order to be able to meet on November 23 to determine what the overall college offerings will be in order to adhere to the suggested recommendations and to achieve the targeted reductions.
- Questions or concerns should be directed to Deans or to representatives on College Council. These recommendations will be on the next College Council agenda on November 23.

Gary Whitfield discussed the draft of the budget reduction philosophy that involves a budgeting process that is transparent and consistent. He indicated that the charge of the

Planning and Budget Committee is being reviewed and that all of the college's planning documents need to be considered as part of the budgeting process. Dr. Walters Dunlap stated that we have been focused on budgeting details and we need to be more focused on the long range planning process. Gary Whitfield also shared that the adjusted budget timeline for this year has been presented based on Program Review reports and Addendums. He has suggested zero based budgeting for managers for 2010-2011.

Measure E Projects Update: Gary Whitfield reported that all jobs for projects are out to bid, and that the ribbon cutting for the student housing on west campus will occur on Thursday. He indicated that the HVAC unit on top of the east campus Student Center is a District Facilities responsibility, and the final appearance of the unit is unknown.

C. Instructional Administrators Council (IAC)

Adrienne Peek reported that IAC has been working on summer scheduling as a group. The summer schedule will be a total of 10 weeks, with courses running either five or ten weeks for the period of June 7 through August 12.

D. Faculty Consultant to the Board

No report presented.

E. Legislative Analyst Report

Rob Stevenson shared information about the following legislation:

H.R. 3221: Student Aid and Fiscal Responsibility Act of 2009.

This legislation has passed the House—this and a companion bill are awaiting discussion in the Senate.

AB 381: Unemployment compensation disability benefits: academic employees.

This legislation was approved by the Governor and chartered on 10/11/09. It allows community college districts to elect to provide state disability insurance (SDI) coverage to academic employees who are permanent, part-time, or temporary; and to management, confidential, and employees who are not part of a bargaining unit.

AB 386: Public postsecondary education—instructional materials: disabled students.

This legislation was approved by the Governor and chartered on 10/11/09. It requires that electronic versions of non-printed instructional materials be compatible with audio-visual captioning software for students with hearing impairments. This measure expands upon current law in specifying circumstances when publishers must provide electronic versions of non-printed instructional materials for Braille translation or speech synthesis software.

SB 48: College textbooks: electronic versions.

This legislation was approved by the Governor and chartered on 10/11/09. It requires that publishers of textbooks offered for sale at public postsecondary institutions of education make them available in electronic format by January 1, 2020.

Public Employees Benefits Reform Initiative

On November 5, 2009, the California Foundation for Fiscal Responsibility has filed the “Public Employees Benefits Reform Initiative” (initiative number pending.) Following numbering and summary, signatures would be gathered. The measure would cap retirement benefits to all new state, local government, school district, university and special district employees beginning July 1, 2011.

F. Accreditation and Institutional Effectiveness (AIE) Committee

No report presented.

G. Planning & Budget Committee Report

President Adams reviewed the following items:

Budget Timeline: The budget timeline that was created last year was brought to the committee. Even though we are in a unique budget crisis, an overall desire was expressed to stay as close as possible to the original timeline. There was some discussion of increasing the detail of the timeline by including other activities the Planning and Budget Committee is involved in.

Grant Proposals: In an effort to increase transparency and help to improve oversight, future grant proposals will be discussed in the Planning and Budget Committee before they will receive a signature from the Academic Senate President.

Budget Philosophy: A subgroup presented the results of their charge to develop a budget philosophy for the committee. These values will guide the committee in the future deliberations:

*Transparency:* to fully disclose information regarding the MJC budget in an accurate and timely manner.

*Consistency:* adhering to the same principles, guidelines, and vision contained in the YCCD and MJC Strategic Plans.

*Evidence:* basing budgetary decisions on both qualitative and quantitative data.

*Job security:* exhausting all options before eliminating positions during a budget contraction.

*Proactive planning:* identifying solutions for potential budgetary issues to assist in well thought-out decisions.

*Collaboration:* addressing budgetary challenges with a unified and task-oriented approach.

*Innovation:* considering new and fresh approaches as potential methods of problem solving.

*Planning:* to be proactive in identifying solutions for potential budgetary issues; to assist in well thought-out decisions.

Summer Scheduling Task Force: Summer scheduling recommendations that were shared in College Council were also brought before the committee.

Future Agendas: There was a strong interest among members of the committee to receive budget training and planning training, a desire to review the charge of the committee, and a well-received suggestion that the committee take some time to review at least one college plan at each meeting, starting with the Strategic Plan.

Dr. Ken Hart, Director of College Research, then presented the Executive Summary results of the 2010 Analysis of the Community College Survey of Student Engagement and the Community College Faculty Survey of Student Engagement to the senate. Dr. Hart's presentation included information on the following:

- Comparisons of overall benchmark scores for the five benchmarks: Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners;
- Highlights of CCSSE and CCFSSSE responses and trends;
- Highlights of the statistically significant differences between the MJC group and other groups;
- Methodology and comparisons of overall benchmark scores; and
- Recommendations for review of the data sets and actions to be taken to improve the processes and activities related to benchmarks.

## H. President's Report

President Adams reviewed the following items:

Special Investigative Task Force on Faculty Hiring: Task Force Chair Allan McKissick shared that the task force has confirmed that the Contract Faculty Hiring Procedures document that has been and is currently in use by the YCCD Human Resources Department is the version that was originally approved by the MJC Academic Senate in December 1991 and revised and approved by the senate in December 1994.

In an effort to define the faculty hiring process in the most concise and clear manner, the most recently approved versions of the Contract Faculty Hiring Procedures and the Equivalency Policy and Procedures for Contract and Temporary (Adjunct) Faculty were combined into one comprehensive document. This document was distributed to all senators and will be distributed to all members of MJC leadership at IAC and other venues.

State Senate Plenary Session: Some resolutions that were passed at the November 14 session of the Academic Senate for California Community Colleges (ASCCC) Fall Plenary Session include the following:

*Budget Training for Local Senates:* The State Senate will hold regional budget training sessions for faculty.

*Collection of Hiring Questions for Multicultural Sensitivity:* The State Senate will create a list of sample screening questions that satisfy the requirements of the law while also addressing the interests of faculty.

*Support for Descriptor-Based Articulations:* Replacement for the CAN numbers to be created.

*Identify Problematic Title 5 Regulations:* The State Senate will identify parts of Title 5 that cause problems and work on correcting the problems.

*Early Messaging to Identify and Award Degrees:* This resolution was amended to remove the automatic conferral of degrees. A push remains to develop a statewide degree audit system.

*Update "Program Discontinuance: A Faculty Perspective-1998":* This very useful paper will be updated.

*SLO Terminology Glossary:* A glossary explaining the meaning of the many SLO-related terms was adopted by the State Senate.

*Ensuring Rigorous Content Review to Establish Prerequisites:* Instead of the "statistical validation" method of establishing prerequisites, there is a push to allow the "content review" method. This resolution is intended to ensure that content review is sufficiently rigorous.

*Employment Retention after Minimum Qualifications Changes:* If minimum qualifications for a discipline change, those who are already employed teaching in that discipline should not lose their permission to teach it.

*Equivalency Standards Guidelines:* Guidelines and model practices for the establishment of equivalency to minimum qualifications will be forthcoming from the State Senate.

*Institutional Review Board:* The State Senate “strongly encourages” local senates to create IRBs to help avoid litigation and other problems.

*Opposition to the Accelerated Learning College (ALC) Proposal:* This ALC proposal would give participating colleges exemptions from: minimum qualifications of instructors, the 50% law, limitations on part-time teaching loads, and many other very important rules. The State Senate now officially opposes the ALC proposal.

#### IV. ACTION/DISCUSSION ITEMS

##### A. Bylaws Revision

President Adams explained that there was one additional revision to the MJC Academic Senate Bylaws that needed to be discussed. Since the Director of Health Services position is now an administrative position and not a faculty position, there is a need to update the reference in the MJC Academic Senate Bylaws, Article III: Membership and Representation, Section 2.C.3. as follows: “One Senator from Health Services”. It is being proposed that this reference be deleted since there is no longer a faculty member in Health Services that could serve on the senate.

M/S/U (Allan McKissick/Bob Droual) to suspend the rules to take final action on the proposed Bylaws revision in one reading.

M/S/U (Allan McKissick/Layla Yousif) to approve the MJC Academic Senate Bylaws revision for a final reading.

##### B. Resolution FL09-B: Task Force to Investigate Creating an Institutional Review Board

The senate discussed the resolution and amended it to read as follows:

“Therefore be it resolved, that the Academic Senate of Modesto Junior College convene a task force charged with researching the advisability of creation and possible constitution of, an Institutional Review Board and returning to the Senate with a recommendation of how to proceed, to be called the IRB Research Task Force.”

M/S/U (Adrienne Peek/Paul Berger) to approve Resolution FL09-B: Task Force to Investigate Creating an Institutional Review Board as amended for a first reading.

#### VI. ADJOURNMENT

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