

**ACADEMIC SENATE  
APPROVED MINUTES  
DECEMBER 10, 2009**

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

Senators Absent: Paul Brogan, Debbie Laffranchini, Jill Lear, Adrienne Peek, Jim Sahlman, Monique Vallance

Guests: Jillian Daly, YFA President; Carlos Fierros, ASMJC President of Clubs; New Faculty: Allison Vinande, Literature & Language Arts

I. APPROVAL OF ORDER OF AGENDA ITEMS

The order of the agenda items was approved without objection.

II. APPROVAL OF THE MINUTES (November 19, 2009)

The minutes of November 19, 2009 were approved as submitted.

III. REPORTS

A. ASMJC

Carlos Fierros, ASMJC President of Clubs, presented the following report:

ASMJC is co-sponsoring finals week “Cram Night” on Thursday, December 10 from 8:00 p.m. to 12:00 midnight in the East Campus Library. Many faculty will be in attendance to work with students and to answer any last minute questions, etc. This activity has been very well attended by students and faculty since its inception in Fall 2008.

The new ASMJC President, Yashlee Nazi, will continue to strive for optimal student representation and participation in the shared governance process. Members of the Student Senate will continue to serve on campus-wide committees so that students’ concerns and input may be voiced.

ASMJC is planning a week of “Welcome Back” activities during the first week of the semester (January 11 through January 15). Information about the many student services offered at MJC as well as student activities and clubs will be provided in an effort to help students familiarize themselves with the campus and services that will help them while attending MJC.

Other activities that ASMJC is sponsoring include: 1) the “Ill List IV Slam on Rye” poetry slam, Saturday, December 12 at 8:00 p.m. at the State Theater; 2) the “Holiday Luncheon” on Monday, December 21 from 12:00 to 4:00 p.m. in the Mary Stuart Rogers building on the West Campus; and 3) the College Republicans Club Walk for Life in San Francisco on Friday, January 22.

## B. College Council

Barbara Wells reviewed highlights from the November 23, 2009 College Council meeting:

Classified Staff Development Day Proposal: Sean Fornelli presented a proposal from the Classified Staff Development Work Group for a classified staff development day to be held either the first or third week of May on a Wednesday or Thursday, with a half-day program to be offered in the morning and repeated in the afternoon. Lunch would be included and all offices would be encouraged to close during lunch for maximum staff participation. Classified staff would continue to participate in Institute Day, however many classified staff are unable attend due to the workload at the beginning of the semester. There is little or no cost anticipated for this staff development and Sean will present the proposal to IAC for their approval. College Council supported this proposal.

Student Incident Reporting Process: Antoinette Herrera, Director of Health Services distributed a new MJC Student Incident Reporting Flow Chart, the Incident Form, and Student and Intercollegiate Athletic Accident Insurance Plan Brochure. She indicated that it is very important that any time a student is injured, the Incident Form must be completed and sent to the Health Services Office on the East Campus. The student must also be given the insurance brochure. All division offices should have the forms and brochures. Campus Safety must be notified of any hazardous areas and if there is a need for photos to be taken.

Accreditation and Institutional Effectiveness Committee (AIE): Dr. Walters Dunlap reported that she, Curtis Martin and Jenny Netto attended the recent CCCLC conference and that they received new guidelines for accreditation that need to be implemented. Registration for spring 2010 is moving very rapidly and, as of this date, only 12% of the math classes remain open. The Scheduling Task Force met and reduced the FTES for summer 2010 by approximately 40%. The task force will meet again on November 23, to finalize the reductions. Deans will be contacting faculty to let them know which classes have been reduced. The summer course offerings will consist of one ten-week and two five-week sessions as previously noted. Jane Chawinga, YCCD Internal Auditor and Budget Analyst, completed an internal audit and found that MJC is not compliant with some curricular changes, specifically the TBA hours. Deans will receive appropriate training next week.

Student Equity Plan: Dr. Nadell shared that the Student Equity Plan has been revisited and that recommended changes will be incorporated into a revised plan and brought back to College Council. It is projected that all of the various tactical plans across campus will become more closely aligned with the College Strategic Plan.

Campus Development Advisory Committee: Gary Whitfield provided the new charge of the Campus Development and Advisory Committee. It states, *“The charge of the Campus Development Advisory Committee is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. The committee will make recommendations to the President, and the decisions and information will be made available to the campus community.”* The committee’s membership has always included four representatives from the Academic Senate, one being the co-chair. The college has received a donation of \$125,000 and as a result, the Linux part of the Magic Lab will be named sometime after the High Tech Center is online.

It was also noted that the Facilities Capital Construction Committee has agreed to improve the aesthetic appearance of the HVAC system on top of the Student Center on East Campus, and it was further clarified that concerns regarding issues such as this should be addressed by the Campus Development Advisory Committee.

Dr. Rose shared that his last day as President would be November 30.

#### C. Instructional Administrators Council (IAC)

Adrienne Peek explained that IAC is scheduled to meet on December 15 and during the second week of the Spring 2010 semester. Adrienne will present an update report at the January 21, 2010 senate meeting.

#### D. Faculty Consultant to the Board

David Baggett reported that Pat Dean has been elected the new President and Desirree Abshire has been elected the new Vice President of the YCCD Board of Trustees. The state budget crisis and health benefits negotiations have been the major concerns of the board over the Fall 2009 semester and this will continue into Spring 2010. Chancellor Darnell, Vice Chancellor Wirth, and the board continue to be encouraging about maintaining the district’s staffing and doing everything possible *not* to have to begin the layoff process, at least for the upcoming semester.

#### E. Legislative Analyst

Rob Stevenson reported that H.R. 3221: Student Aid and Fiscal Responsibility Act of 2009, which could provide over \$10 billion in community college aid, has passed the House of Representatives and is currently in the Senate Health, Education, Labor, and Pensions (HELP) Committee. The committee will discuss the bill or a companion bill after the winter break.

## F. AIE Committee

Karen Walters-Dunlap reported that the AIE Committee has finalized the accreditation self-study process as well as program outcomes, which will be published in the new college catalog.

## G. Assessment Work Group

Adrienne Peek reported that the Assessment Work Group has established a mission statement and is continuing work on program mapping, program level SLOs and assessment tools and strategies.

## H. Planning and Budget Committee

Mike Adams reviewed highlights from the November 20, 2009 Planning and Budget Committee meeting:

Budget Training: The entire meeting on November 20 was devoted to a training session given by Gary Whitfield. The budget system was explained in detail, and the committee members were introduced to intranet resources that allow anyone to see details of the District budget. Gary's training PowerPoint (complete with the aforementioned links) is available at the MJC Senate website:

<http://www.mjc.edu/facultyinformation/acadsenate/index.html>

Strategic Plan: During the December 4 meeting, the committee reviewed the college's Strategic Plan, with an eye towards revisions. If you would like to examine it yourself, it can be found in electronic form in a link from the website of the college president:

<http://www.mjc.edu/general/president/index.html>

Institutional Effectiveness Report: The value of this important document was made clear to the committee in a presentation from Ken Hart. The data that it contains will guide the revisions to the Strategic Plan, and should be instrumental in all college planning. An electronic version can be found in a link from the website of the Office of Research & Planning: <http://www.mjc.edu/facultyinformation/research/index.html>

Subgroup: A small subgroup will be working on how to better use the Planning and Budget Committee on December 18. Any suggestions that come out of this subgroup that need senate approval will be included on future senate meeting agendas.

## I. President's Report

President Adams reviewed the following items:

Shared Governance and Scheduling: Scheduling of courses for the Summer is almost complete, and soon Fall 2010 scheduling will begin. If any faculty feels that their divisions

are making scheduling decisions without faculty input, please examine your division's shared governance documents. Most such documents should contain a portion regarding scheduling, and if you believe that it has not been followed, please speak to the Senate Executive Board, and we will help you enforce the rules.

Special Investigative Task Force on Faculty Hiring: Investigation of the source of the problems with hiring in recent semesters has reached as much closure as can be expected, and the Task Force has moved on to determining recommendations to the Senate for ways to prevent similar problems from happening in the future.

Policies and Procedures: Several district policies are undergoing a process of revision. Many of them are unrelated to the Senate, nor under our purview. But 4 of these policies require the Senate to approve changes. You can see those changes in the document from your agenda packet. As your representative on the Policies & Procedures district committee, I will be asked to vote at our meeting on Friday. If you have any hesitation supporting any of the changes, then please request the related Consent Agenda item be pulled for discussion.

Emergency Operations Flow Chart: The Crisis Management Team has created a simple flow chart to help faculty and staff respond appropriately to emergency situations. Copies of this flow chart will be placed near every classroom telephone. Please share this with your constituent areas.

#### IV. CONSENT AGENDA

- A. Invite Peggy Kroll to the February 4<sup>th</sup> Senate meeting to present the Title 5 Grant
- B. Invite Jillian Daly to the January 21<sup>st</sup> Senate meeting to present more information on the Pro-Rata Faculty Hiring MOU
- C. Appoint faculty members to the Title 5 Temporary Full-Time Counselor/Coordinator Hiring Committee: Pam Crittenden, Marcos Garcia, Elzbieta Jarrett, Mary Silva, and Layla Yousif
- D. Appoint faculty members to the Interim BBSS Dean Hiring Committee: Christine Groth, Bobby Hutchison, Eileen Kerr, Linda Kropp, and Rose La Mont
- E. Accept the changes to District policies and procedures outlined in the document "December 2009 Policy and Procedure Items"

The consent agenda was approved without objection.

#### V. ACTION/DISCUSSION ITEMS

##### Continuing Business

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

The senate discussed the resolution proposed by the MJC Academic Senate Executive Board, which states:

“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 Task Force.”

President Adams reported that the Academic Senate for California Community Colleges (ASCCC) passed *Resolution 13.02 F09 Institutional Review Board* at their Fall Plenary Session (November 2009) and strongly encourages local senates to develop college and district IRB committees as a preventative measure to litigation and for the protection of students and the community they serve through a faculty-driven collegial process at the local senate level. This process could be very complicated and could require in-depth investigation of multiple factors and the MJC Academic Senate Executive Board suggests that this work be done by a group of faculty convened specifically for that purpose.

M/S/U (Rob Stevenson/Ellen Dambrosio) to approve Resolution FL09-B: Task Force to Investigate Creating an Institutional Review Board for a final reading.

#### New Business

- A. Resolution FL09-C: Resolution in Support of the Council of Chief Librarians’ Resolution Requesting Action By the Board of Governors of the California Community Colleges to Support Continued Funding for Online Library Information Resources and Services Needed by Students and Faculty

The senate discussed the resolution proposed by MJC Librarian Ellen Dambrosio, which states

“Be it resolved, that the Modesto Junior College Academic Senate supports the Council of Chief Librarians’ Resolution Requesting Action By the Board of Governors of the California Community Colleges to Support Continued Funding for Online Library Information Resources and Services Needed by Students and Faculty.”

Ellen Dambrosio explained that the Modesto Junior College Library has relied on the Telecommunications and Technology Infrastructure Program’s *Library Automation and Electronic Information Resources* (TTIP) allocation to fund all of the college’s electronic databases. In order to serve MJC students who rely on electronic databases for research that is required to successfully complete many courses in the college curriculum, it is critical that replacement funding for TTIP monies be made available.

Standard II.C.1. of the Accreditation Standards of the Accrediting Commission for Community and Junior College (ACCJC) states: “The institution supports the quality of its instruction programs by providing library and other support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.”

M/S/U (Rob Stevenson/Ellen Dambrosio) to approve Resolution FL09-C: Resolution in Support of the Council of Chief Librarians' Resolution Requesting Action By the Board of Governors of the California Community Colleges to Support Continued Funding for Online Library Information Resources and Services Needed by Students and Faculty for a first reading.

VI. ADJOURNMENT

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