



**ACADEMIC SENATE SPECIAL MEETING  
APPROVED MINUTES  
April 11, 2013**

**Members Present:** Chris Briggs, David Boley, Paul Cripe, Ellen Dambrosio, Bruce Anders (In place of Deborah Gilbert), Jennifer Hamilton, Jim Howen, Barbara Jensen, Deborah Laffranchini, Allan McKissick, Greg Hausmann (In place of Kevin Alavezos), Mike Morales, Chad Redwing, Lisa Riggs, Dorothy Scully, Burt Shook, Travis Silvers, Jim Stevens, Rob Stevenson, James Todd, Layla Yousif

**Members Absent:** Bill Anelli, Kevin Alavezos, Eva Mo, Estella Nanez, John Zamora

**Guests Present:** Susan Kincade (Vice President of Instruction), Heather Townsend (Administrative Secretary for the Academic Senate)

**I. APPROVAL OF ORDER OF AGENDA ITEMS**

*The order of the agenda was amended. Hiring Prioritization was moved before New Business Item 1.*

**M/S/C (D. Boley, P. Cripe) to amend the order of the agenda.**

**M/S/C (J. Hamilton, D. Laffranchini) to approve the agenda as amended.**

**II. APPROVAL OF MINUTES**

*The minutes of April 4, 2013 were amended. L. Yousif and J. Stevens were not present at the April 4, 2013 Senate meeting.*

**M/S/C (J. Hamilton, B. Anders) to approve the amended minutes.**

**III. CONTINUING BUSINESS:**

**1. Hiring Prioritization:**

R. Stevenson went over the Instruction Council motions document from the April 9, 2013 council meeting. The document can be viewed at the following link:

[http://www.mjc.edu/facultyinformation/acadsenate/instructioncouncil\\_motions\\_4\\_11\\_13\\_specialmeeting.pdf](http://www.mjc.edu/facultyinformation/acadsenate/instructioncouncil_motions_4_11_13_specialmeeting.pdf)

R. Stevenson reported that he was presenting the faculty hiring prioritization motion and list from the Instruction Council to the Senate for discussion and a possibility of action. J. Todd added that he had met with the president two weeks ago regarding the process for hiring. He reported that we would have to pass a hiring prioritization that would go to the President and the College Council for discussion and/or approval. J. Todd noted that he would need a list of faculty members who would like to volunteer to sit on the hiring committees for the restoration and retirement replacement positions by April 22, 2013.



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B. Shook shared a concern that certain departments have had retirements in the past which have never been filled. He said that those retirements may hurt a department more so than, for example, the Business Administration retirement that has happened this year. B. Shook was wondering why those past retirements are not being considered also as temporary hires? R. Stevenson said that the reason for this is that the retirements which have occurred most recently are a part of the budget for the next fiscal year. The retirements that have happened previously are no longer a part of the budget. R. Stevenson said that this is just a temporary one year solution to keep an instructor in the classroom. B. Shook said that when the final prioritization list is compiled, these positions will not end up on the list. He said that he thinks that these positions, after a year, will be grandfathered into the budget and move immediately to the top of the list as a priority.

D. Laffranchini added the criteria used by the deans to come up with the list. The following criteria were used:

1. Bottleneck
2. Impact Students
3. Cost Effective

A. McKissick moved:

*Approval of the recommendation of the Instruction Council for hiring one-year full-time faculty FTES stabilization positions for the 2013-2014 academic year with the understanding that future permanent full-time positions should be filled according to a process in which the Academic Senate and YCCD agree. This motion does not alter our reaffirmation of Resolution FL-11C or our support for a full-time tenure track Library position.*

**M/S/C (A. McKissick, E. Dambrosio) to approve the motion.**

**Ayes 19**

**Nays 1**

**Abstentions 0**

R. Stevenson added that he would like discuss faculty hiring over the summer or in the near future to come up with a new and more streamlined process. He also reported that he had discussed Resolution FL-11C with the Instruction Council.

A. McKissick reported that that the landscape version of the Program Improvement through Outcomes Assessment, Program Review, & Resource Allocation chart with noted edits was approved August 16, 2012 by the Academic Senate. A. McKissick noted that the IAC and AIE were mentioned within the chart. He also noted that the approved chart said the following:

*The College Council receives final recommendations from the RAC. The President makes a final authorization of funding for prioritized resource requests. However, any budget recommendations with implications for Academic and Professional matters (e.g., faculty hiring prioritization or program suspension) will first be submitted to both the Academic Senate and the YCCD Board designee for review and collegial consultation. Each funded item is recorded in the system and the authoring unit is required to provide feedback on the*



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*effectiveness of each item in a future PR cycle, thereby closing the loop on how Resource Allocations have influenced Institutional effectiveness.*

J. Hamilton requested that this document be emailed for purpose of the minutes. The document/chart can be viewed at the following link:

[http://outcomesassessment.sites.mjc.edu/documents/program\\_improvement\\_DETAILED.pdf](http://outcomesassessment.sites.mjc.edu/documents/program_improvement_DETAILED.pdf)

C. Redwing commented that we need to be proactive as faculty to begin working on a Resolution to ask the Board to find creative ways to incentivize people to make their retirements official earlier in the academic year. He said that even if these processes exist, we will go through these problems every single year if people retire in April. D. Laffranchini said that President Jill Stearns has brought this up in College Council. She said that Jill used an example from her previous college where a \$5,000 bonus was given to those who announced their retirements in August for the next academic year.

B. Shook added that we need to revisit the Hiring Committee make-up rule. He said this would be a great opportunity to modify the rules to favor faculty in the Hiring Committee process.

**IV. ACTION/DISCUSSION ITEMS**

**NEW BUSINESS:**

**1. Senate Rules/Bylaws Revise:**

R. Stevenson explained the process when amending the Senate Rules and Bylaws. He said that when it comes to an amendment of the Senate Rules it is by simple majority and the amendment needs to be distributed to the members prior to the meeting where an amendment is finalized. He reported that the Bylaws require a first and second reading for an amendment, which takes at least two meetings.

The Senator's reviewed the document, "Proposed Amendment to Senate Rules," The document discussed the following:

***4. Institutional Effectiveness and Planning Committee***

*To facilitate meeting the obligation of the District to rely primarily on the advice of the Academic Senate on accreditation issues, as well as mutually agree on institutional planning and budget processes, the Institutional Effectiveness and Planning Committee, a standing committee of the Academic Senate, makes recommendations to the Academic Senate and the College President including:*

- *Accreditation criteria for institutional effectiveness*
- *College processes for institutional planning and budget*
- *Program review*
- *Student Learning Outcomes (SLO's)*
- *Evaluation and assessment of the college planning and budget process*



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J. Todd reported we currently have two committees under Academic Senate that we want to merge. One is called the Accreditation Institutional Effectiveness Committee (AIE) and the other is the Planning and Budget Committee (PBC). J. Todd wants to merge these two committees into one committee, the Institutional Effectiveness and Planning Committee. He would like to see this new committee meet at least once a semester or as needed. He said it will be nice to have a formal body that can make recommendations on accreditation, institutional planning and budget processes, program review, student learning outcomes and assessment and evaluation of our planning and budget process.

*J. Hamilton moved to approve the proposed amendment to the Academic Senate rules.*

**M/S/C (J. Hamilton, D. Laffranchini) to approve the motion.**

The proposed changes to the Bylaws are:

**Article VI.**

**Executive Board**

**Section 1. Membership**

*The Executive Board shall consist of the officers of the Academic Senate. (Refer to Article IV Sections 1 and 2). The President may also appoint up to three additional Executive Board members. These members must be Senators or Senate appointees from shared governance councils. Such appointments require ratification by a majority vote of the full Senate. Terms shall not exceed one year, however, the appointments are renewable and subject to ratification.*

R. Stevenson read aloud the membership changes. J. Hamilton added that these changes are important for people who are on these councils but are not part of the Executive Board membership. These changes will help to give that direct link and accountability for being a Senate appointee to those committees.

*J. Hamilton moved to approve the changes for a first reading.*

**M/S/C (J. Hamilton, P. Cripe) to approve the changes to the Bylaws as a first Reading.**

**Ayes 20**

**Nays 0**

**Abstentions 0**

**2. Institutional Review Board:**

C. Redwing reported that YCCD Policy 48074, Human Subject Research Protection states that each college must have their own Institutional Review Board for projects that deal with human subjects in order to protect them. He announced that Columbia College does already have this in place but MJC does not. J. Todd reported that we have documentation, but it is not fully completed. L. Yousif added that she was part of the last Institutional Review Board and remembers that the document is not complete.



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C. Redwing moved:

*To Direct the MJC Academic Senate President to appoint and reaffirm faculty to serve on MJC's Institutional Review Board in order to finalize MJC's Human Research Protection procedures and review and approve applicable research projects.*

**M/S/C (C. Redwing, L. Yousif) to approve the motion.**

**CONTINUING BUSINESS:**

**1. FACILITIES COUNCIL:**

NO REPORT

**2. STUDENT SERVICES COUNCIL:**

B. Shook reported that the last meeting was a field trip to the West Campus where council members took the English, Reading and Math assessment tests. He reported that he felt the tests were very rigorous and if they are taken in the same day, it can be a long process. He announced that a Student Services Council meeting will take place tomorrow. The council members re-visited the priority registration procedures. B. Shook mentioned that Brenda Thames, the Vice President of Student Services, had asked council members how their constituents would feel about some type of priority registration given to merit scholarship students.

**3. INSTRUCTION COUNCIL:**

[http://www.mjc.edu/facultyinformation/acadsenate/instructioncouncil\\_motions\\_4\\_11\\_13\\_specialmeeting.pdf](http://www.mjc.edu/facultyinformation/acadsenate/instructioncouncil_motions_4_11_13_specialmeeting.pdf)

**4. ACCREDITATION COUNCIL:**

NO REPORT

**5. RESOURCE ALLOCATION COUNCIL:**

P. Cripe reported that the council had discussed the proposed parking fees. Becky Crow came to give a presentation. He said that the feeling, after listening to Becky's report, was that there is a real serious money shortage. He said that a recommendation was made that as many groups as possible listen to the presentation as well.

J. Hamilton moved to:

*At some future date, we invite Becky Crow to come and talk to us about the proposed parking fees as well as record the presentation for others to view.*

**M/S/C (J. Hamilton, D. Laffranchini) to approve the motion.**



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**6. COLLEGE COUNCIL:**

NO REPORT

**V. REPORTS**

**STUDENT SENATE**

NO REPORT

**FACULTY REPRESENTATIVE TO THE BOARD (position currently in process to fill)**

NO REPORT

**FACULTY LIASION FOR PROGRAM REVIEW**

NO REPORT

**LEGISLATIVE ANALYST**

NO REPORT

**OUTCOMES ASSESSMENT WORK GROUP**

NO REPORT

**CURRICULUM COMMITTEE**

NO REPORT

**FACULTY PROFESSIONAL DEVELOPMENT COORDINATING COMMITTEE**

NO REPORT

**ADMINISTRATION REPORT**

NO REPORT

**SENATE PRESIDENT'S REPORT**

NO REPORT



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**VI. ITEMS FOR FUTURE AGENDAS**

Dorothy Scully added that she would like the Senate and the Instruction Council to look at the plus/minus system again at MJC.

**VII. OPEN COMMENTS FROM THE PUBLIC**

J. Todd and J. Hamilton will be attending the Senate Plenary meeting in San Francisco next week. The April 18<sup>th</sup> Senate meeting has been moved to April 25, 2013. We will talk about the College budget process. The President and Vice Presidents have been invited to present.

**VIII. ADJOURNMENT**

The meeting was adjourned at 5:46 p.m.