ACADEMIC SENATE MEETING
APPROVED MINUTES
April 4, 2013

Members Present: Kevin Alavezos, Chris Briggs, David Boley, Paul Cripe, Ellen Dambrosio, Deborah Gilbert, Jennifer Hamilton, Jim Howen, Deborah Laffranchini, Allan McKissick, Eva Mo, Mike Morales, Estella Nanez, Chad Redwing, Dorothy Scully, Burt Shook, Travis Silvers, Rob Stevenson, James Todd, Nancy Wonder, John Zamora

Members Absent: Bill Anelli, Lisa Riggs, Jim Stevens, Layla Yousif

Guests Present: Heather Townsend (Administrative Secretary for the Academic Senate), Paul Muncy (BBSS), Tania Adkins (Allied Health), Iris Carroll (Library), Brian Sinclair (Faculty Liaison to the Board)

I.   APPROVAL OF ORDER OF AGENDA ITEMS

   The order of the agenda items were approved without objection.

   M/S/C (J. Hamilton, J. Zamora) to approve the order of the agenda.

II.   APPROVAL OF MINUTES

   The minutes of March 7, 2013 and March 21, 2013 were approved without objection.

   M/S/C (J. Hamilton, E. Dambrosio) to approve the minutes.

III.   CONSENT AGENDA

   A. Invite Jill Stearns, President; Susan Kincade, Vice President of Instruction; Michael Guerra, Vice President of College Administrative Services; and, Brenda Thames, Vice President of Student Services for a budget process discussion on April 25, 2013.
   B. Appoint Curtis Martin as the Faculty Liaison for Program Review.

   M/S/C (J. Zamora, J. Hamilton) to approve the consent agenda.

IV.   **GUEST PRESENTATION: Chancellor, Joan Smith and Executive Vice Chancellor, Teresa Scott**

   Chancellor Joan Smith and Executive Vice Chancellor Teresa Scott gave a presentation on the District Budget. Joan reported that not a lot of changes have occurred since the last budget forum. She said that the budget currently looks stable for this year and going into next year as well. Joan also reported that the good news is that we do not have a February surprise, but we are still waiting for the May revise. Joan said the only thing that may impact our budget a little bit is we are looking at a possible increase in health benefits. Joan said that she will not have all of the information regarding a possible increase until the end of April. Teresa and Joan are planning to meet with a consultant in regards to the health benefits soon. Joan said that this increase will not affect us next year but it will affect us the following year. Joan and Teresa are working hard to prepare for this possible increase. Joan reported that benefit information meetings will start in the fall to prepare. She asked that a Senate representative be appointed to attend these meetings.

Teresa Scott gave a PowerPoint presentation on the Yosemite Community College District budget forums. Teresa reported that the presentation has not changed much since it was given in February. She added that the Senate will meet next week to vote on some of the policy issues, and the May revise will not be announced until May or June. Teresa said that when these two items are developed, more information regarding the budget will be available. Joan added some good news regarding the budget. Joan said that last time we had three levels of cuts from the January budget until now. This time around we have zero cuts.

Teresa presented the following PowerPoint presentation to the Academic Senate:

http://www.yosemite.edu/fiscalservices/budget_files/Budget%202012-13%20Forums%202-4-13.pdf

Allan moved that:

The Executive Board investigate and report to the Academic Senate about the process by which the District Budgeting process was established.

M/S/_ (A. McKissick, _) to approve the motion.

The motion was discussed amongst the Senators. Allan stated that he would like to see the process clarified to make sure the process is in compliance. A second to the motion was not recorded. A vote was not taken.

V.   ACTION/DISCUSSION ITEMS

NEW BUSINESS:

1. **Hiring Prioritization:**

    J. Todd reported that K. Alavezos, J. Todd, R. Stevenson, N. Sill and Jennifer Hamilton met with Susan Kincade, Jill Stearns and Brenda Thames who presented a model on Resource Allocation. J. Todd said that we will discuss this model in Senate within the next few weeks. J. Hamilton noted that the model was very similar to what we have had before. J. Todd reported that the conversation during that meeting quickly turned to a discussion on hiring. It was discussed that several retirements have occurred recently across different divisions. J. Todd said that we are looking at many retirements and filling these positions. He said that what we do not currently have a fully developed hiring prioritization and process that works with the new council structure. We will have to rely on our current resource allocation and program improvement model for the short term. J. Todd reported that there are nine retirements to be replaced, three one-year additional appointments for growth, and the Library will also get a permanent tenure-track position. He said that one idea is that the retirement positions will go back to the divisions to decide what those positions could become. He added that his understanding of the hiring prioritization is that divisions usually voted historically on the positions and sent those recommendations forward through the process for final approval by the Senate. J. Todd told both Jill and Susan that the deans would need to meet with some type of faculty group so that they can formulate a final list to be sent over to the Senate for ratification. This would meet the basic requirements of our current process, and an idea would be to have all deans meet with the Instruction Council to satisfy our established procedures.

Allan McKissick motioned:

The MJC Academic Senate maintains its position on Resolution FL11-C and directs all representatives of the Senate to proceed accordingly.

M/S/P (A. McKissick, J. Zamora) to approve the motion.
17 AYES
0 NAYs
1 Abstention

Jennifer Hamilton motioned:

To direct the Instruction Council and Deans meet to consider one-year temporary replacements while the Senate and College Administration create a hiring process in the fall.

Allan added an amendment to the motion:
This motion is not meant to refer to the Library position, which is a full-time tenure track position.

Chad proposed a friendly amendment to add to the beginning of Jennifer's motion:

In order to integrate hiring prioritization with the new college mission and shared governance structures, as well as student demographic and demand data in budget and planning processes.

Allan proposed a friendly amendment that we also add the word clarify a hiring process in the fall.

The amended motion reads as follows:

In order to integrate hiring prioritization with the new college mission and shared governance structures, as well as student demographic and demand data in budget and planning processes, the Academic Senate directs the Instruction Council and Deans meet to consider one year temporary replacements while the Senate and College Administration create and clarify a hiring process in the fall. This motion is not meant to refer to the Library position, which is a full-time tenure track position.

M/S/C (A. McKissick, P. Cripe) to approve an amendment to the motion.

M/S/C (J. Hamilton, E. Mo) to approve the motion.

CONTINUING BUSINESS:

1. **FACILITIES COUNCIL:**

   NO REPORT

2. **STUDENT SERVICES COUNCIL:**

   NO REPORT

3. **INSTRUCTION COUNCIL:**

   Summary: March 26, 2013 Instruction Council
   Prepared by: Debbie Laffranchini, Academic Senate Representative

   A First Reading for Guiding Principles occurred with changes agreed upon. At the next meeting the agreed-upon changes will be forwarded for the Second Reading.

   VP Kincade solicited other community college Program Review templates, seeking best practices in Program Review. She did check to determine if the submissions were under any sanctions by Accreditation. She presented several packets from the community colleges that responded.

   A discussion regarding Best Practices in enrollment management ensued with a movement toward combining summer and fall enrollment, possibly occurring in March or April, so we aren't enrolling for fall semester in July, thus losing the opportunity to attract a population of students who have enrolled in institutions with earlier enrollment dates.

   Meetings will be conducted to examine our current web sites to improve accessibility and navigation within each page. Faculty, staff, and students will have the opportunity to contribute ideas to improve the sites.

   Future topics: Next meeting we will look at our charge for our council and examine if we are meeting our charge. We will also look at our Education Master Plan, looking at our expectations for the Educational Master Plan.

4. **ACCREDITATION COUNCIL:**
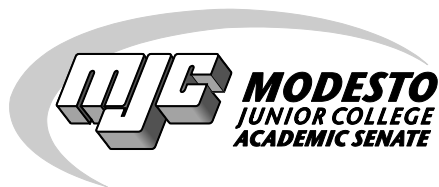
   NO REPORT

5. **RESOURCE ALLOCATION COUNCIL:**

   NO REPORT

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

MJC Academic Senate Legislative Analyst Report April 4, 2013 Submitted by Chad Redwing

I. Access to California Community Colleges Sharply Reduced

A new report published by the Public Policy Institute of California suggests that "California's community colleges must develop new sources of revenue and find more cost-effective ways of delivering courses in order to bridge the gap between education supply and demand." According to a recent *Chronicle of Higher Education* article, the report, "based on community-college reports and a survey last fall of more than 100 senior administrators throughout the system, found that unprecedented cuts in state support for community colleges from 2007 to 2012 had reduced access to education and sent enrollments plunging to a 20-year low. The cuts totaled $1.5-billion in 2011 dollars."
Although, Proposition 30 helped avoid systemic budget cuts, "the size of the increase pales in comparison to the size of the cuts in recent budgets," the report says. "Among the solutions that others have proposed are consolidating community-college districts, enlarging class sizes, and providing more online courses, but the authors point out that each has its limits and pitfalls."
The report suggests that new fee scenarios have some potential: "A sliding scale or increase in fees that accompanies increases in grants could increase total revenues, hold low-income students harmless, and allow colleges to enroll more students."

Read the entire article at:

http://chronicle.com/blogs/bottomline/budget-cuts-sharply-reduced-community-college-access-in-california-report-finds/

II. The New University of California: AB 1306

A recent Chronicle of Education article explores AB 1306: "A bill being considered this month by the California Assembly would create a fourth division of the state's higher-education system that would provide no instruction and would issue college credit and degrees to any student who could pass a series of examinations."
AB 1306 was introduced by Assemblyman Scott Wilk (R). "It would create the "New University of California," an institution with no faculty and no tuition that, like the University of California, would be governed by a board of

11 trustees and one chancellor. The Assembly's Committee on Higher Education will consider the bill on April 23."

"Under the legislation, the university would allow students to obtain the necessary knowledge and skills to pass the exams from any source, including paid courses, self-directed study, and massive online open courses, known as MOOCs. Once a student felt prepared, he or she would pay a fee to take an exam and, upon passing it, would receive academic credit. The student would earn a degree after obtaining "sufficient academic credit in prescribed courses."

Read more about AB 1306 at:

http://chronicle.com/article/Under-California-Bill/138235/

And

http://www.dailycal.org/2013/04/01/bill-proposes-fourth-state-university-system/ 2

III. Community Colleges Can Benefit from Alumni Relations

According to a recent *Chronicle of Higher Education* article, "Four-year colleges have long made a high priority of maintaining relationships with their alumni, who offer a durable source of support for their alma maters. That hasn't been as much the case at two-year colleges, where even what constitutes an alumnus—someone who earned an associate degree? A guy who took a class once?—varies from institution to institution."

The results of a new survey, conducted by the Council for Advancement and Support of Education, highlight "both the often feeble job that community colleges do in cultivating their alumni and the benefits for those that do it well."

"According to data gathered from 133 institutions that responded to the survey, about 46 percent of community colleges dedicate only one full-time employee to alumni relations. At about 35 percent of colleges, that single employee works part time."

Read the entire article at: http://chronicle.com/blogs/bottomline/community-colleges-could-benefit-from-better-alumni-outreach-survey-finds/?cid=cc&utm_source=cc&utm_medium=en

IV. The State of Public Post-Secondary Education in California

A nice overview of the current state of public post-secondary education in California appeared in a recent *New York Times* editorial. The editorial states that "the same California State Legislature that cut the higher education budget to ribbons, while spending ever larger sums on prisons, now proposes to magically set things right by requiring public colleges and universities to offer more online courses. The problem is that online courses as generally configured are not broadly useful. They work well for highly skilled, highly motivated students but are potentially disastrous for large numbers of struggling students who lack basic competencies and require remedial education. These courses would be a questionable fit for first-time freshmen in the 23-campus California State University system, more than 60 percent of whom need remedial instruction in math, English or both."

The editorial goes on to say that "the story of how the state's fabled higher education system got to this point is told in a troubling analysis by the Public Policy Institute of California, a nonpartisan think tank. In simplest terms, the state has been de-emphasizing higher education spending for decades while shifting more money to other areas, most notably corrections. The net result is that despite growing demand, spending on higher

education over the last decade has declined by 9 percent while expenditures for corrections and rehabilitation have shot up by more than a quarter. "

Read the entire editorial at: http://www.nytimes.com/2013/03/31/opinion/sunday/resurrecting-californias-public-universities.html?_r=3&

OUTCOMES ASSESSMENT WORK GROUP

NO REPORT

CURRICULUM COMMITTEE

Please note the following highlights from the April 2nd Curriculum Committee meeting:

✓ Fast track for placing courses in disciplines expires on May 1. The form can be found here:
  http://curriculum.comm.mjc.edu/disciplinesform.htm
  1. Fill out the form
  2. Gets submitted to Curriculum Specialist
  3. Upon approval is placed on consent agenda
✓ TMCs – 8 Approved, Kinesiology pending, Geology IGETC only
✓ Independent Study Course Outlines – Committee working on standardizing form and establishing policy with regard to independent study.
✓ No more TMC workshops this semester. There will be some offered in the fall (probably at Institute Day)
✓ Curriculum Review Matrix 2013-2018 found here:

http://curriculum.comm.mjc.edu/Reports/MATRIX_FINAL_2013_02.05.pdf

FACULTY PROFESSIONAL DEVELOPMENT COORDINATING COMMITTEE

PDCC and FPDC Report, April 4, 2013

Professional Development Coordinating Committee, Faculty Professional Development Committee

PDCC Workgroup

Attachments

1. Action Plan to Create MJC Center For Professional Development Committee **DRAFT**
2. California Community Colleges Student Success Initiative Professional Development Committee Recommendations

MJC Center for Professional Development

The PDCC workgroup continues to refine its action plan. Currently the workgroup is aligning the plan with the CCCSSIPDC recommendations from the State Chancellor's office. Although the MJC Action Plan was created before the recommendations were published, the PDCC is happy to see that the plan aligns well with the state recommendations. Keep in mind that the plan is still in DRAFT form. The PDCC is open to all comments and recommendations. If you have any, please give them to Eva Mo, or to anyone else on the PDCC committee.

Institute Day/Week

The Institute Day Committee is still looking for members and more importantly, it is looking for your ideas about what Fall Institute Day should look like. The PDCC will be sending out a survey in April. Please fill it out to help us shape a successful and meaningful Institute event.

Flex

The Faculty Professional Development Committee (FDPC) is currently working on revamping the system for flex workshop approval (not to be confused with independent flex approval processes that go through the dean). The intent is to create a rubric to make the process and criteria more transparent. However, because the State Chancellor's office is currently working on updating flex criteria within the next few months, the FPDC will hold off in making major changes until the new criteria and recommendations are published. The FPDC recognizes that the current system needs an overhaul. In the meantime, the FPDC requests that all applications for flex workshop approval are submitted three weeks prior to the workshop event. As we rethink the approval process, the FPDC welcomes all comments and suggestions.

Please check out the PDCC website. This is a work in progress and the PDCC seeks your input.

http://pdcc.sites.mjc.edu/

**Action Plan to Create
MJC CENTER FOR PROFESSIONAL DEVELOPMENT
by September 2014 (end of Title V)**

NOTE: Italics identify Proposed Recommendations for Professional Development from the California Community Colleges Student Success Initiative Professional Development Committee.

- **Prepare Executive Summary of PDCC action planning process and recommendations (GB, PK – April 3, 2013)**
  o   Present to PDCC at April 3 meeting
  o   Continue with Program Review to create a Center for Professional Development (CPD)

- **Meet with the President to present Executive Summary and identify executive team leader who will drive the Initiative. (PDCC Task Force – April/May 2013)**

Recommendation #7 – Establish a strong leadership role for professional development in the Chancellor's Office.

- **Create a process for review and evaluation of a CPD plan that is supported by all constituencies (Chairs of representative groups – Fall 2013)**
  o Resolutions created and approved by all constituencies.

Recommendation #4 – Include all employees in the Professional Development Program.

- **Align the plan to create an MJC Center for Professional Development with college educational master planning**
  o Include a business plan for the 1 – 3 years after the Center is open.
  o Continue process of creating fully functional virtual presence with web-based portal for PD activities.

Recommendation #1 Adopt a California Community College Professional Development Vision Statement.
Recommendation #3 – Require all colleges in the CCC system to participate in the CCC Professional Development Program for a minimum of 5 days.
Recommendation #8 – Establish a professional development virtual resource center through the Chancellor's Office that will enable colleges to access high qualify resources easily and cost efficiently.

- **Seek resources to sustain the MJC Center for Professional Development**
  o Include budget and plans for staffing (Director and support staff)

Recommendation #5 – Establish a CCC Professional Development Fund to support local colleges in the planning, coordination and implementation of professional development activities.

- **Create a survey to identify professional development needs at MJC (PDCC and shared governance groups – Spring 2014).**
- **Create a dashboard of indicators for what will be accomplished once the Center is established (Barbara Adams, Spring 2014)**
  o Centralized planning and cross-campus opportunities (Show results – what are the benchmarks? Statistics – numbers of trainings, involvement of each group, type of training)
  o Improved student success – what are the indicators?
  o Improved campus climate, morale, and motivation (Campus Climate Survey)
  o Campus-wide dissemination and reporting of PD activities by participants
  o Stronger connection with community, UCM, CSUS, K-12, and CCCCO.
  o Employment contract language includes requirement for ongoing PD.
  o Awards for employee development and excellence are showcased
  o Center houses support services for DE, technology, PD, leadership and diversity.
  o FLEX is moved to the CPD

Recommendation #2 – Change the name of the CCC Flexible Calendar Program to the CCC Professional Development Program

- **Plan for opening of Center for Professional Development – Fall Institute Day 2014**
  o Fully staffed, centrally located "sanctuary" for teaching, learning & professional development
  o PDCC becomes Professional Development Advisory Committee

Recommendation #6 – Establish a system-wide Professional Development Advisory Committee to work in conjunction with the Chancellor's Office in providing leadership for professional development in the CCC system.

Report on the California Community Colleges Student Success Initiative Professional Development Committee Recommendations:

http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Consultation/2013_agendas/March/attach_pdc_recommendations.pdf

ADMINISTRATION REPORT

NO REPORT

SENATE PRESIDENT'S REPORT

NO REPORT

VI.   ITEMS FOR FUTURE AGENDAS

VII.   OPEN COMMENTS FROM THE PUBLIC

VIII.   ADJOURNMENT

The meeting was adjourned at 5:40 p.m.