ACADEMIC SENATE MEETING
APPROVED MINUTES
October 1, 2020

Members Present: Chad Redwing (President), Shelley Circle (Vice President), Gisele Flores (Secretary), Aishah Saleh (Parliamentarian), Hans Hauselmann (Legislative Analyst), Andrew Kranzman, Annaliiese Hausler-Akpovi, Ashley Kipple, Belen Robinson, Gabe Tovar, Holly Nash-Rule, Jamie DeRollo, Jeff Beebe, Jesus Navarro, Kevin Alavezos, Layla Spain, Marc Anaya, Rich Dyer, Rob Stevenson (sub for Noah Wilson), Rudy Andrade, Shaila Christofferson, Stella Beratlis, Theresa Rojas, Titiana Stovall, Tristin Hassell

Members Absent: Dale Pollard, Danielle Preciado, Deborah Martin, John Zamora, Kerri Stephens, Jennifer Macias, Margaret Kingori

Guests Present: Allan McKissick (Faculty Liaison to the Board), Ariana Gonzalez, Gabriel Barajas, (ASMJC), Jennifer Zellet, Jessica Brennan, Jim Houpis, Laura Manzo, Pam Guerra-Schmidt, Rusty Stivers

I. APPROVAL OF ORDER OF AGENDA ITEMS

M/S/C (H. Nash-Rule, T. Rojas) Motion to approve the Order of Agenda Items
24 Ayes, 0 Opposed, 0 Abstentions

II. APPROVAL OF THE MINUTES (September 17, 2020)

M/S/C (H. Nash-Rule, S. Beratlis) Motion to approve the minutes of September 17, 2020
24 Ayes, 0 Opposed, 0 Abstentions

III. CONSENT AGENDA:

Board Policies (Senate Recommended Revisions to BP 7-8049); YCCD Hiring Committee Senior Director of IT (Mike Smedshammer); Senate Executive (Stella Beratlis-Equity Librarian); Resource Allocation Council (Vacant)

Allan McKissick briefly went over suggested revisions for Board Policy 7-8049. This will be brought up at the Columbia College Academic Senate meeting for approval on October 9, 2020. See Revisions attached.

M/S/C (A. Kranzman, J. DeRollo) Motion to approved the Consent Agenda
24 Ayes, 0 Opposed, 0 Abstentions

IV. PUBLIC COMMENTS – None

C. Redwing has asked the PDCC to come to Academic Senate during the next meeting to talk about Cornerstone, the new platform for capturing professional Development.

V. REPORTS:

Due to time constraints and the volume of work before the Senate, regular reports of the Legislative Analyst, Instruction Council, Facilities Council, Resource Allocation Council, College Council, Faculty Representative to the Board, Distance Education Committee, Students Services Council, Faculty Professional Development Coordinating Committee, District Fiscal Advisory Council, Outcomes Assessment Workgroup, AB705 Workgroup, Pathways Implementation Team and District Advisory Technology Committee will be provided electronically as an appendix to the minutes. Issues that arise from faculty
participation in these committees which require Academic Senate discussion need to be brought for disposition to the Academic Executive before the publication of the agenda.

a. **Associated Students** Report – Gabriel Barajas

Campus Life will be hosting tonight at 6:00 pm a Positivity People event, stories of inspiration and motivation with Carla Davies who will share her story of a first-generation college student.

b. **MJC President** Report – Jim Houpis

Tentatively, there’ll be a football season in spring 2021 pending the improvements of COVID-19 and the approval of the county health department. That is good news for the coaches and our trainers.

Some funding was obtained from the Gates Foundation and they’re funding a dual enrollment program with Valley Charter High School. J. Zellet mentioned Stanislaus County Office of Education is moving that high school to the old location of the continuation high school by West Campus so there can be ease of access between that new high school campus and West Campus so they can collaborate with our Ag program.

J. Houpis said it would be getting those students on a path to a degree while they are in high school. If this model works out with MJC faculty it will be nice to be able to move into other fields and be able to do the same thing.

Last year conversations took place with Lemelson/MIT Project about invention education. C. Redwng said this has been explored in the Senate for about one year. It’s an active contextualized learning model where students identify community problems and try to solve it with a prototype which involves patenting intellectual property. It applies the various skills that has been learned in the classroom.

J. Zellet mentioned this is a unique opportunity. Of the 116 community colleges four have been invited to participate to set up prototypes for the rest of the system to follow of which MJC was one of the four chosen to participate. J. Abbott, C. Redwing and J. Zellet have been meeting with the coordinators and the timeline is very short. They are interested in an MJC team getting together by mid to end of October. MJC will put out the information and give an opportunity for anyone who may have an interest to be able to respond after thinking about their availability as the work will begin this semester and stipends are available. As next semester is being considered there is the opportunity to discuss either a stipend or reassigned time, whichever is preferred. This is not a one-time thing, this is an institutional effort that will be ongoing.

The centennial celebration was scheduled to begin August 2021, but given the current status of COVID-19 the decision has been made to have the main celebration in April 2022 with activities leading up to that. We need to be clear of any type of limitations on gathering.

Due to civic duties, J. Houpis explained he will not be available until after the election and encouraged people to vote and to encourage others and students to vote, just don’t tell who to vote for.

c. **Instruction Council** Report – Rob Stevenson

R. Stevenson mentioned the last time hiring was mentioned to the senate it was realized this year was not to be a great financial year. J. Houpis cleverly said he decided to put three
forward as one-year temps. There were five on-cycles that did not get filled. J. Zellet and R. Stevenson worked with a work group during the summer to figure out if any hiring could be done this year. A process needed to be done even though there is not a good budget outlook. We are over on the FON and do not anticipate a lot of hiring, if any.

There was a conversation with the Deans on how they would like to proceed and the work group from Instruction Council came back with a revised prioritization document. This document was to go to College Council early this month however their first meeting was cancelled. This document will be coming back from College Council for Senate to review and approve but wanted to get it to Senate so you have time to look it over and not have as a last-minute item.

All revisions are in purple and are relatively modest until the Extenuating Conditions and the reasons for them due to not being able to fulfill the promise of on-cycles in hiring those rank positions last year. We will not be accepting on-cycle replacements. For those that do inform by the 30th of their retirement can be ranked as off-cycle, which would provide the President with a list should money become available to hire. Presentations for IOR will not be done as there is no anticipated growth this cycle. The Extenuating Conditions can be eliminated in the future, but due to being in a fiscal emergency that is why it was there.

The loop also needed to be closed for those positions that have a temporary funding source and is now part of the process. They needed to be earmarked and when it moves out of Instruction Council it needed to be a part of the planning to absorb those temporary positions once the temporary funding ends.

The last line of Extenuating Conditions notes one program is allowed to continually hire one-year temps over and over since it is the same position each time and that is the Nursing position. It was unfair that they kept having to come back to Instruction Council in order to get the same position. That position now remains exempt which makes it fair for them. Engaging All Voices will be worked on in the future and they wanted to make sure that a line was put in of that need to be revised by the appropriate body from within shared governance upon the next cycle.

Questions were asked and answered.

R. Stevenson asked for this document (document attached) to be taken back to constituents so they can be aware of the changes and to be prepared as they go into their division council meetings. This will come back at some point for approval.

d. **AB-705 Workgroup** Report – Curtis Martin – not in attendance

e. **Curriculum Committee** Report – Shelley Circle

S. Circle mentioned the passing of Resolution F18-E regarding Standard Unit Values and what would be accepted for units. The Curriculum Committee developed a process where faculty could submit courses which exceed the minimum on a CID if they can show a course at the minimum median unit value across California Community Colleges. A Review Committee of three people would then review and validate the evidence and has so far found that Math 171, 173 and Spanish 109 and 110 met median in terms of the unit value requested. Those courses will be on the Curriculum Committee agenda on October 13 and the hope is they will go through, but if they are pulled they would come back the following Curriculum Committee Meeting for a vote which would take a 2/3rds majority vote in order to overturn the finding of the Review Committee and unit request.
Sometime last year President Houpis requested the Curriculum Committee to consider the value of having activities and guidance courses and whether it was something that was still needed. Discussion took place about students being held from graduating due to not fulfilling the activities or guidance classes. A process needs to be developed where they can be waived. A subcommittee has been formed to work on this.

The MJC catalog will be put in eLumen and will be an interactive catalog. The committee working on this will be meeting so if there any concerns about the current catalog or have feedback on changes you would like to see contact L. Senechal, Instruction Office, because now is the time for that to take place.

f. Academic Senate Report – Chad Redwing

C. Redwing wanted to welcome Dale Pollard who will be the new Ag senator.

C. Redwing sent out an email before the meeting to all MJC Full time faculty and Part time faculty regarding Interest in Teaching a Spring 2021 Correspondence Course for Incarcerated Students. C. Redwing restated if anyone would be interested in teaching in the spring 2021 a correspondence course for incarcerated students with the Stanislaus County Sheriff’s Office and React Facility to please let Ashley Griffith, the Dean responsible for the grant that is overseeing the program or C. Redwing know by October 16. You can also direct any questions to Ashley Griffith or C. Redwing. J. Zellet reminded him that a lot of courses don’t have the correspondence method and addendum approved so when the courses are decided on some curricular work will have to be done to update the method and addendum. This is a relatively short timeline but is a great opportunity to assist in getting this program off the ground. Currently the population being served would be the adult population. It will be challenging as instruction will all have to be by mail and most assignments will be handwritten as there is no textbook or access to the internet. College credit will be given for these classes. We are working with Glen Stovall and Ulises Ochoa Diaz and the idea is once someone is released from the facility they have completed some college courses and will transition into our reentry success network and continue to take classes and move towards a degree.

C. Redwing brought to the forefront the Fall 2020 Science Colloquium series. It’s a good opportunity to support our program but to get assistance in terms of our homeschooling this semester.

The Art Department has a Day of the Dead project and student competition again this year. The deadline is October 12 and refer back to the email received if you are interested.

C. Redwing shared that CSEA did a superb job on the Board of Trustees candidate forum. Hyperlinks are available for the recording of not only the session but the additional questions that did not receive answers. Since this is an election month he just wanted to bring to your attention the trustee candidates and their statements and that CSEA did a great job archiving for us.

C. Redwing shared that A. Smith continues to struggle with serious medical issues and we have heard some have expressed a desire to support him and his family during this difficult time. If you have a desire, please contact Bobby Hutchison to figure out how we can show solidarity with Al at this difficult time. Senate will be sending a get well deliver in the next several weeks. Keep him in your thoughts during this difficult time.

VI. ACTION ITEMS
1. **YCCD Policy and Administrative Procedures: 4235 Credit for Prior Learning (Second Reading)**

M/S (A. Saleh, A. Kranzman) Motion to approve YCCD Policy and Administrative Procedures 4235: Credit for Prior Learning for a 2nd Reading.

Questions were asked and answered and discussion took place.

**M/S/C (A. Saleh, A. Kranzman) Motion to approve YCCD Policy and Administrative Procedures 4235: Credit for Prior Learning for a 2nd Reading.**

2. **Academic Senate Resolution FA20-A: Acknowledgement of Classified Professionals’ Vital Contribution to Modesto Junior College (Second Reading)**

3. 24 Ayes, 0 opposed, 0 abstentions


   24 Ayes, 0 opposed, 0 abstentions

5. **Academic Senate Resolution F20-B: Preferred Name Recognition (Second Reading)**

**M/S/C (B. Robinson, J. DeRollo) Motion to approve Resolution F20-B: Preferred Name Recognition for a 2nd Reading.**

   24 Ayes, 0 opposed, 0 abstentions

**ITEMS FOR FUTURE AGENDAS:**
1. Funding the Institute for Applied Creativity and Community Transformation (ACCT)
2. Participatory Governance Workgroup Final Recommendations, Council Input and College-Wide Governance Phases
3. Curricular Overlap, 10+1 Issues and Colleagial Consultation
4. School Chair Proposal for Guided Pathways Implementation
5. Academic Senate Bylaws, Rules and Committee Service Handbook Work Group
6. Equal Opportunity Employment Plan / District Hiring Process for Faculty and High-Profile Educational Leadership
7. Faculty Involvement in MJC’s 100th Birthday Celebrations
8. Student Exit-Survey / Opt-Out Graduation
9. Accreditation Mid-Term Report Preparation
10. 2020-2021 Academic Year Assessment Coordination
11. Student-Centered Instruction Workgroup Recommendations

**ADJOURNMENT**  5:10 pm

**NEXT ACADEMIC SENATE MEETING:** October 15th @ 3:45pm / Zoom

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Modesto Junior College Academic Senate will record the votes of all members as follows: 1. Members recorded as absent are presumed not to have voted; 2. the names of members voting in the minority or abstaining are recorded; 3. All other members are presumed to have voted in the majority.
Policy

7-8049  Academic Senates

I. The Board of Trustees recognizes the Academic Senates of Columbia College and Modesto Junior College as the bodies which represent the faculty in collegial governance related to "academic and professional" matters. Each respective senate is authorized to fix and amend by vote of the faculty the composition, structure and procedures of its senate. The Board or its designees will consult collegially on Academic and Professional matters that come before the Board for action.

II. The Senate Presidents or their designees shall be provided the opportunity to address the Board regarding their concerns at regularly scheduled Board meetings. The Board of Trustees shall consider and respond to senate recommendations in an appropriate manner. While in the process of consulting collegially, the academic senates shall retain the right to meet with or to appear before the Board with respect to the views, recommendations, or proposals of the senates. In addition, after consultation with the administration of the college and/or district, the academic senates may present their views and recommendations to the Board and will be given reasonable accommodation to do so.

III. The Board of Trustees shall "rely primarily" upon the advice and judgment of the Academic Senates in selected areas. "Rely primarily" means the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not approved, the Board or its designee shall promptly communicate in writing its reason to the respective senate(s).
These areas are:
   A. Curriculum, including establishing prerequisites and placing courses within disciplines
   B. Degree and certificate requirements
   C. Grading policies
   D. Faculty role and involvement in accreditation process, including the self-study
   E. Policies for faculty professional development activities

IV. The Board of Trustees shall reach “mutual agreement” between the Academic Senates and the Board on selected areas. “Mutual agreement” means that recommendations shall be prepared by either the Academic Senate or the Board’s designee, and are subsequently ratified by both. If “mutual agreement” cannot be reached after good faith effort, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship, which the Board shall promptly communicate in writing to the respective Senate(s).

These areas are:
   A. Education program development
   B. Student preparation and success
   C. Processes for program review
   D. Institutional planning and budget development processes
   E. District and college governance structures
   F. Others as may be mutually agreed upon by the Academic Senates and the Board of Trustees

Reference:
Education Code Sections C.A.C., Title 5, Section 53200 et. seq.

Adopted: June 28, 2004
Revision Adopted: April 14, 2010, November 13, 2013
Instruction Council Hiring Prioritization Process

2020-2021

Hiring Prioritization Information Packet

The Instruction Office and the co-chairs of the Instruction Council collaborate to produce the “Hiring Prioritization Information Packet” and distribute the packet immediately following the second Instruction Council meeting in the fall semester each year. The HPIP contains the following:

- Deadlines for the Hiring Prioritization process and for material submissions
- All instructions, forms, and proposed rubric used in the current year’s prioritization process
- The Instructional Outlook Report (prepared by the College Council)
- Data Elements

Instructional Outlook Report (IOR)

The College Council will create the Institutional Outlook Report for each fall Hiring Prioritization process. The Instructional Outlook Report informs both the proposal and ranking processes. Faculty and Deans should use the report to strengthen each Faculty Hire Proposal. The Instruction Council members should use the report to inform their analysis of each proposal in order to score/rank positions. The Instructional Outlook Report will define areas for assessment on the Position Ranking Score Sheet. The areas may include, but are not limited to:

- Potential for student demand to be met by alleviating enrollment bottlenecks
- Establishing or maintaining an innovative program driven by community needs
- Potential for improving the overall student success at the college
- Need to address significant achievement gaps

Mandated Positions

A mandated position is defined as such when a program is required, by state, federal or local regulations, to maintain a number of faculty members in order to operate and award degrees or certificates. If the college is not compliant with the regulation, the program cannot be offered. Mandated positions are not defined by suggested faculty ratios cited by professional discipline organizations.

Ranking Process

The number of IOR positions per division will be determined according to Academic Senate representation. Each of the instructional divisions will be allowed one IOR position for every ten full-time Faculty Members in the division, rounded to the nearest ten (e.g., a division of 15 to 24 Faculty Members will have two positions; a division of 25 to 34 Faculty Members will have three positions.) Every division will be allowed at least one position. Divisions will complete a Faculty Hire Proposal Form for each position and ranking will follow the below procedures:
1. The maximum length of each proposal is one page (no less than 10 point font). Regardless of availability of different funding sources, divisions may only submit the agreed upon total of proposals. The IOR positions are ranked by division members and the ranking/forms are forwarded by the dean to the Instruction Office for collation and distribution to the Instruction Council.

2. The Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for IOR Positions, including division ranking order lists. The packets are distributed to the Instruction Council. Deans/division spokespersons present the merits for each IOR Position Proposal from their respective areas at a meeting of the Instruction Council (see below).

3. After the presentation meeting, the Instruction Council Members review and score each IOR Position Proposal by using the Hiring Prioritization Scoring Form. Instruction Council Members use the Instructional Outlook Report as a resource when analyzing each proposal.

4. Instruction Council Members individually submit their rankings and scores for the IOR Position Proposals. The faculty co-chair's ranking and scores will only be used to break ranking ties when needed. The Instruction Office compiles both the rankings and the scores, and the results are shared with the IC membership. The results of the Instruction Council membership ranking process are discussed, and the final list is approved and forwarded to the College Council, the Academic Senate, and the College President.
IOR Position Presentations

Each division will be allowed a maximum of 15 minutes (based on a maximum of 5 minutes per position). If a division proposes more than one of the same position, they may designate the total time as they see fit. The presentation must include a slide addressing mandatory Data Elements from the below list. Each year, the Instruction Council will select the mandatory Data Elements for each presentation in alignment with the priorities set out in the Instructional Outlook Report and the Vision for Success Goals. Presentations may add additional Data Elements as they wish (including, but not limited to Participation in Schools, unmet need or demand, and employment data for CTE programs).

Data Elements:

- Number of Full Time Faculty Members in Discipline
- FTEF
- Student Success Data
  - Retention Rate
  - Success Rate
  - Disproportionate Impact Data
  - Equity and diversity in student and faculty populations
  - Special Populations in Programs/Classes
- Participation in Schools
- Number of degrees, transfers, and 9+ and 16+ unit certificates awarded each year
- Student to Faculty Ratio
- Full-time to Part-Time Faculty Ratio

IC Scoring Rubric

Each fall the Instruction Council will create the new scoring rubric based on the Instructional Outlook Report. In spring, the Instruction Council will review the effectiveness of that year’s scoring rubric.

Emergency Temporary Hires

Emergency hires can be considered up to one year. For both planned and unplanned faculty separations that are announced or occur after September 30th, a Full-Time Emergency Hire Position can be requested by the dean and reviewed by the appropriate Vice President at any time. Criteria that may be used in the decision making process include the availability of adjunct instructors in the discipline, number of sections / students affected, loss of FTES generation, impact to student success, practicality of filling the position in a timely manner, and the overall college budget picture. The Vice President and President will meet in order to review the request. A brief rationale for the approval or denial of the request will be provided to the dean and Instruction Council.

In the event of an untimely faculty death or faculty promotion, the position will be considered as a replacement position during the next cycle of hiring prioritization.
Extenuating Conditions:
If all On-Cycle replacements were hired in the previous year skip this section. When some On-Cycle replacements from the previous year were not hired due to fiscal considerations, no new On-Cycle replacements will be accepted in the current year. Retirements and separations announced before the September 30th deadline will instead be accepted as Off-Cycle replacements, and be ranked by the IC using the replacement position timeline below. This will create an established list of hiring priorities for replacements separate from Off-Cycle replacements announced during the remainder of the academic year, which will follow the process under “Off-Cycle Replacement Requests”.

Approved but not hired 2019 On-Cycle positions from the previous year are acknowledged as “Approved Hires”, and will be compiled on an Approved Hires list which the President can act on according to the guidelines in this document.

Retirement Announcement Timeline and On-Cycle Replacement Proposals

The deadline for announcing a retirement is September 30th each year. This applies to faculty members who intend to retire at the end of the spring semester or the end of the following fall semester. For instance, a faculty member wishing to retire at the end of the spring semester in 2020 must announce their retirement by September 30, 2020. The replacement faculty for this example would be hired for the 2021-2022 academic year. Likewise, a faculty member wishing to retire in December of 2020 must announce their retirement by September 30, 2020. The replacement faculty for this example would be hired for the 2021-2022 academic year.

The Instruction Council will meet during the fall semester in order to review and approve the Replacement Position proposals forwarded from their respective divisions. The list of Replacement Positions will then be forwarded to the College Council, the Academic Senate, and the College President. In the event of reprioritizing the hiring list the College President must provide reasons to the Academic Senate.

Off-Cycle Replacement Requests

If the September 30th announcement deadline is not met, the vacated position will be considered and acted upon by Deans’ Cabinet. The administrative process will include analysis of a completed Faculty Hire Proposal Form and will reflect consideration of the Instructional Outlook Report priorities and the Instruction Council’s IOR positions’ ranking list. The faculty co-chair of the Instruction Council will participate in the administrative discussions. Deans’ Cabinet will forward positions on a consent agenda to the Instruction Council.

Additional Considerations

Categorically funded positions count towards FON. Categorically funded positions with a temporary funding source must be prioritized with the need to move the position to Fund 11 in mind, and budgeted for appropriately. Funding source and length of funding shall be listed on the prioritization list. The ongoing one-year temporary positions in nursing required for external accreditation should be considered exceptions to the prioritization process.

Important Hiring Prioritization Process Timelines

Replacement Positions
September 30th – Deadline to submit notification of retirement to secure replacement position
The Monday after the Retirement Notification Deadline – Electronic notice to deans to develop list of confirmed retirements and requested replacement positions
The Friday before the Second IC Meeting in October – Retiree/Replacement list due to Office of Instruction
The Second IC Meeting in October – Replacement list goes to Instruction Council
**IOR Positions**
The Last Monday in October – Forms requesting IOR positions due to Instruction Office
The First IC Meeting in November – Requests for IOR positions discussed in Instruction Council
Special Meeting for IOR Presentations — Usually the second Friday in November
The Second IC Meeting in November - Final Instruction Council discussion, rankings and recommendation forwarded to College Council

On completion of the new shared governance document this document should be revised for the following year.