ACADEMIC SENATE MEETING
APPROVED MINUTES
October 20, 2016

Members Present: Curtis Martin (President), Shelley Circle (Secretary), Steve Amador (Parliamentarian), Deborah Laffranchini (Legislative Analyst), Aishah Saleh, Allan McKissick, Annaliese Hausler-Akpovi, Ashley Yu, Belen Robinson, Christian Hali, David Seymour, Elizabeth David, Elizabeth Hondoy, Ellen Dambrosio, Eric Ivory, Ginger Charles, Holly Nash Rule, Jennifer Macias, Jim Howen, Jim Stevens, Kevin Alavezos, Mike Adams, Paul Berger, Theresa Stovall, Tristan Hassell

Members Absent: Chad Redwing (Vice President), Lisa Riggs, Nathan Bento

Guests Present: Beth Bailey, Nita Gopal

Others Present: Kathy Haskin

C. Martin introduced Christian Hali, new Senator from AHC (Art), and Elizabeth Hondoy, new Senator from Special Programs (DSPS counselor/Deaf and Hard of Hearing Specialist)

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

M/S/C (T. Stovall, H. Nash-Rule) Move to approve the order of Agenda Items.
22 Ayes, 0 Opposed, 0 Abstentions

II.   **APPROVAL OF THE MINUTES (October 6, 2016)**

Allan McKissick requested to amend the minutes, bottom of page 2, under VI. 1, by striking the second sentence in the first paragraph beginning with "Faculty" and ending after "voiced concerns". The second sentence should read "At the June 6, 2016 Policies and Procedures meeting it was announced that it would not be discussed and would be forwarded to subject area experts without coming back to the Policies and Procedures Committee for final wording. No reason given."

No objections to the revision of the minutes, the minutes of October 6, 2016 were approved.

III. **CONSENT AGENDA**
1.   Board of Trustees Policies and Procedures: 3200, 3440, 3516, 3518, 3520, 3530, 3550, 3570, 3600, 3710, 3715, 3750, 3810, 3-8001 https://sp-portal.yosemite.edu/committee/policycommittee/Constituency%20Group%20Review/Forms/AllItems.aspx
2.   Appoint Nancy Sill Faculty Accreditation Co-Chair

Allan McKissick requested to pull Policies 3518, 3710, 3715, and 3750 for discussion at the end of Senate Business and pull the remainder for discussion at the next meeting.

No objection to the revised Consent Agenda.

IV.   PUBLIC COMMENTS – None

V. REPORTS: *Due to time constraints and the volume of work before the Senate, regular reports of the Accreditation Council, Legislative Analyst Report, 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, and District Advisory Technology Committee will be provided electronically as an appendix to the minutes. Issues that arise from faculty participation in these committees need to be brought for disposition to the Academic Executive before the publication of the agenda.*

a. ASMJC Senate – Alfonso Romero - absent

Supplies for the students were discussed that were provided by ASMJC. It was mentioned that possibly faculty could put the number of Scantrons and Blue/Green Books needed for the semester into their syllabus and students could then get them all at once. C. Martin invited A. Romero to the following Exec. meeting to further discuss the issue.

b. President's Report – Curtis Martin

C. Martin discussed the highlights of the Research and Planning Group of California Community Colleges conference he attended on October 6-7. C. Martin found the assessment breakouts the most valuable, and learned that other colleges also struggle with the meaning of assessment. Many colleges are doing assessment, and doing it relatively well, but each approach assessment differently, and in some cases, unsustainably (huge stipends). C. Martin asked at two of the breakouts whether any college has found that assessment has moved the needle on retention, persistence, and success. Representatives from other colleges responded in the negative. C. Martin's conclusion was that it is unclear how colleges are using assessment to make institutional decisions. C. Martin proposed further discussion at MJC to guarantee assessment be meaningful to faculty.

C. Martin has requested from K. Haskin that all discussions and decisions about assessment since 2005 be collected using past Academic Senate minutes. The purpose is to map out how assessment has evolved at MJC and serve as a point of reference for future discussions.

C. Martin is concerned that over the years' many conversations have taken place about assessment, but the Academic Senate has yet to developed a "philosophy of assessment." C. Martin believes that it is imperative that faculty have a philosophy of assessment that clearly delineates the do's and don'ts of assessment. Assessment and ACCJC will remain features of our institutions for the foreseeable future, so any hope that they will go away are misplaced.

C. Martin discussed the completion rate of program review for academic programs, now at over 88%. As approved by the Academic Senate last semester, the next program review will take place in *e*Lumen rather than Curricunet. The institution will conduct two pilots before releasing the new installment of program review to the institution at large. The Program Review Workgroup, co-chaired by J. Todd and C. Martin, is charged with developing the questions, sources of data, and integration between the assessment and the program review modules. C. Martin's hope is that in the future program review will served as the basis for integrated planning at our institution. The institution is already moving in the right direction by making program review and assessment a condition for resource requests and faculty hiring.

c. Outcomes Assessment Report – Nita Gopal

OAW has been trying to engage colleagues to do assessment. Colleagues using CANVAS asked if CANVAS could be linked to eLumen. It has been now been linked but needs to be tested prior to training faculty to make sure it is clean and clear.

B. Bailey stated OAW is aware our institutional integrity rests on them getting this right and our ability to have Accreditation pass. It is not an option to do assessment or not to do assessment but continues being treated like an option. OAW is just a workgroup with no authority but would like something to help them service the institution effectively. They would like to have something established as a structure of expectation, an institutional expectation and a departmental expectation. Everyone needs to know what is expected and how it is expected, so the wheel is not being invented every time it is discussed. OAW requested Academic Senate to come up with a plan that would establish how assessment is to happen in terms of structurally the faculty expectation is that assessment and Program Review are to be done. Assessing your students is a part of what faculty does. Those with authority need to have processes established like those of departments and institutions have.

Discussion ensued.

VI. SENATE BUSINESS
A. Motion to Revise Bylaws – Special Programs (5 minutes)

Proposed Motion: ~~One Senator from Disability Services~~. (DSPS, EOPS, Veterans, CalWorks, Health Services, Campus Life) for every ten full-time faculty members in the program, rounded to the nearest ten.

M/S (A. McKissick, A. Hausler-Akpovi) Motion to introduce a motion to revise the Bylaws under Section 2. Representation, to strike C.1. "One Senator from Disability Services" and replace with "One Senator from Special Programs" for a 1st Reading.

Discussion took place regarding Special Programs consisting of DSPS, EOPS, Veterans, CalWorks, Health Services and Campus Life. It was unknown why it was specifically listed as one senator from Disability Services rather than proportional representation. There are ten faculty in Special Programs. This would make Special Programs equal as any program or discipline, which would be one representative for every ten faculty. C. Martin had a conversation with Martha Robles and Francisco Bañuelos and found that they are two separate areas and each area has their own meetings.

M/S (H. Nash-Rule, S. Circle) Motion to amend the motion to remove all with the ( ).

Discussion took place.

H. Nash-Rule made a motion to withdraw the amendment of the motion to remove all within the ( ).

M/S/C (H. Nash-Rule, S. Amador) Move to amend the motion at #1 to add "e.g. " after the first parenthesis.
23 Ayes, 0 Opposed, 0 Abstentions
J. Howen arrived prior to this vote.

M/S/C (A. McKissick, A. Hausler-Akpovi) Motion to introduce a motion to revise the Bylaws under Section 2. Representation, C.1. as amended for a 1st Reading.
23 Ayes, 0 Opposed, 0 Abstentions

M/S (M. Adams, A. McKissick) Motion to amend the motion to add at C.2. "general" after certificated to read "certificated general counselors".

M/S/C (M. Adams, A. McKissick) Motion to amend the motion to add at C.2. "general" after certificated to read "certificated general counselors".
23 Ayes, 0 Opposed, 0 Abstentions

Final amendment to read:

1. One Senator from Special Programs (e.g. DSPS, EOPS, Veterans, CalWorks, Health Services, Campus Life) for every ten full-time faculty members in the program, rounded to the nearest ten.
2. One Senator for every ten full-time, certificated general counselors, rounded to the nearest ten.

B. What are Pathways? A Presentation – Shelly Circle (20 minutes)

S. Circle did a basic presentation regarding the concept of Pathways. A detailed discussion followed.

C. Program Review and Assessment Cycle – A Proposal (30 minutes)   Not discussed

D. Beyond the Classroom – Faculty Responsibilities Outside the Classroom (15 minutes)

C. Martin stated that in 2010 some faculty and deans tried to map out the duties of faculty beyond the classroom and came up with the chart "Beyond Teaching: Faculty Activities at a Glance". The purpose was of the chart was to serve to inform faculty of timelines for required and other duties. The chart also showed the BOT the responsibilities and activities that faculty were involved in. The chart is going to be updated under the direction of J. Stearns and the team includes faculty and administrators. C. Martin hopes that the chart serves as an organizing tool and to set expectations of when work is due.

Academic Senate gave their consent for C. Martin to update the chart.

CONSENT AGENDA
Consent Agenda #1, moved to end of Senate Business, Board of Trustees Policies and Procedures.
A. McKissick briefly went over the policies he wished to pull and the reasons: 3710, 3715, 3750 and 3518 and send the remainder forward.

M/S/C (A. McKissick, S. Circle) Motion to pull Policies 3710, 3715, 3750 and 3518 and approve the remaining policies.
18 Ayes, 0 Opposed, 0 Abstentions

E. David arrived prior to the vote, P. Berger, G. Charles, J. Stevens, A. Hausler-Akpovi, T. Stovall, E. Ivory, B. Robinson left prior to the vote. Quorum was maintained when M. Christopherson took A. Hausler-Akpovi's place in the vote.

VII.   INFORMATIONAL ITEMS
   a.   Fall and spring assessments due by end of spring 2016 for courses scheduled in the cycle.

VIII. ITEMS FOR FUTURE AGENDAS: : Defining plagiarism; Educational Master Plan; Curriculum Alignment between MJC and Columbia; Non-credit education; non-smoking campus; and Senate Bylaws and Rules Revision; Results Faculty Satisfaction Survey.

IX.   ANNOUNCEMENTS – Next Senate meeting – November 3, 2016 – Library Basement, Room 55

X.   OPEN COMMENTS FROM SENATORS

R. Stevenson wanted D. Laffranchini to make an announcement. In order to make proper data-driven decisions, the Instruction Council extended the deadline for deans to submit their paperwork on their

replacement positions. Growth and replacement positions will be dealt with on Friday, November 4, 2016.

XI.   ADJOURNMENT - Adjourned at 5:52 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the MJC Academic Senate records the votes of all committee 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."

Resource Allocation Council
October 7, 2016
From: Iris Carroll, Kevin Alavezos, and Cece Hudelson
Date: October 17, 2016

- Jill Stearns introduced the Council to the District Enrollment Report that is available on the Minutes & Agendas page of the College Council. She explained that College Council will use this report to keep track of how our actual numbers (left side) compare to our targets (right side):

MJC College Council
District Enrollment Report

Academic Term **2016FA**

Report Date   **10/10/16**

College	Sections	FTES
Modesto	1,597	6154.32
Columbia	402	820.67
YCCD	**1,999**	**6,974.99**

	SU16	FA16	SP17	SU17	YTD	Target	+/-
	615.00	6154.32			6769.32	**14,657**	(7887.68)
	58.37	820.67			879.04	**1,885**	(1005.96)
	673.37	6974.99	0.00	0.00	7648.36	**16,542**	(8893.64)

	SU 15	FA15	SP16	SU16	Total	Target	+/-
MJC	775.79	6343.93	6112.18	1425.11	14657.01	14657	0
CC	38.85	874.11	865.26	106.78	1885	1885	0

	SU 14	FA14	SP15	SU15	Total	Target	+/-
MJC	846.33	6495.52	6261.00	1054.25	14657.10	14455	202
CC	37.22	878.45	825.45	143.81	1884.93	2087	(202)

Key:
Grey = current information, not final
Black = final

- The Council discussed the allocation of IELM monies (Instructional Equipment and Library Materials). We decided not to allocate the full amount at once but break it up into chunks with some to be allocated this year and some next. The first action that needs to happen is for the Council to get a list of the completed Program Reviews along with the budget requests that match IELM requirement.

Report to Senate: Distance Education Advisory Committee, October 10th, 2016
From: Mary Silva
DE Senate Representatives: Iris Carroll, Leslie Collins, Mary Silva, Vacancy
Date: October 18, 2016

- Julisa Hunter has joined the committee as the student representative and Ben Riley will represent DSPS.

- Goals for 16/17 were chosen from the original DE plan
    - 1.2 d – Develop online teaching profiles (Possible in Starfish)
    - 1.8 e – Integrate Early Alert (Starfish also allows for this)
    - 2.5 a – Instructional delivery templates (Mike will work on this)
    - 3.4 a – Forms online

- James Todd introduced and explained Starfish, an Early Alert and Education Planning system supported system-wide by the Chancellor's Office. The program comes with both a student dashboard and a faculty dashboard. Ellucian, the single sign on portal, will work with Starfish and James is hopeful that all will be in place for Fall 2017. Canvas can also integrate with and allow for instructional faculty use of Early Alert. Students will be able to track progress toward their educational goal and have access to their counselor, specialist and possibly faculty advisor. Los Medanos uses Starfish along Datatel and Canvas so plans are in the works to connect with staff there.

- The E-Add Card Sub-committee will reconvene and submit their proposal in writing.

- Faculty had been informed that there was no funding for Respondus (Lock Down Browser) but apparently now there is. Mike will check with faculty who have used it to see if this is something MJC should fund again given that Respondus appears to have limited effectiveness in curbing cheating in online classes.

- STEM-focused distance education presentations continue to be offered and faculty is encouraged to attend.

- 20 faculty are currently taking the introduction to online teaching course as a cohort and canvas trainings are ongoing.

- Discussion regarding shutting Blackboard down suggested perhaps providing instructions as to how to save pertinent material and not taking on the task of saving everything on our server.

- Canvas reporting appears to be excellent according to Mike. Of 1607 sections offered this fall, 573 are published in canvas (including enhancements). 242 instructors and 11,886 students are active.

- Mike is also working with the integration of canvas and e-lumen.

- DEAC continues to request that the committee be represented by a Senate seat.

Academic Senate
Legislative Analyst Report
Prepared by Debbie Laffranchini

Current Priority Legislation (Community College League of California)

- AB 1690 (Medina) – Community Colleges: Part-Time, Temporary Employees
  - League Position: Oppose
  - Action: Passed to Governor's Desk
  - Chaptered 9/30/16
  - This bill would have originally mandated that all colleges provide seniority reemployment rights to their part-time faculty members. It has been amended to require colleges to negotiate re-employment rights in good faith with their collective bargaining units as part of receiving Student success and Support Program (SSSP) funding.

- SB 1359 (Block) – Public Postsecondary Education: Course Materials
  - League Position: Support
  - Action: Passed on to the Governor's Desk
  - This bill would require each campus of the California Community Colleges and the California State University, and would request each campus of the University of California, to identify in each published schedule of classes the estimated total cost of required textbooks and other required educational materials for each course offered by the campus.

SB-1379 Community colleges: part-time, temporary employees
- Chaptered 9/30/16
- This bill requires California community college districts to negotiate collective bargaining agreements with part-time faculty that include terms of reemployment preference and a regular evaluation process, as specified, as a condition of receiving funds allocated for the Student Success and Support Program.
- Specifically, this bill:
  - 1) Requires, as a condition of receiving funds allocated for the Student Success and Support Program (SSSP) in the annual budget act, on or after July 1, 2017, any CCDs that do not have a collective bargaining agreement with part-time, temporary faculty in effect as of January 1, 2017, to commence negotiations regarding the rights of those faculty, as specified.
  - 2) Establishes Legislative intent that the rights of part-time, temporary faculty, as specified in this bill, shall be included as part of the usual and customary negotiations between the CCD and the exclusive representative for part-time, temporary faculty.

- o 3) Establishes Legislative intent that the CCD establish minimum standards for the terms of reemployment preference for part-time, temporary faculty through the negotiation process that complies with all of the following:
  - ▪ a) The standards include all of the following:
    - i) the length of time the faculty have served at the college or CCD;

    - ii) The number of courses faculty have taught at the college or CCD;
    - iii) The evaluations of faculty required pursuant to existing law, and any other related methods of evaluation that can be reliably used to assess educational impact of faculty as it relates to student success; and,
    - iv) The availability, willingness, and expertise of faculty to teach specific classes or take on specific assignments that is necessary for student instruction or services.
  - ▪ b) Additional standards may be considered and established through the negotiation process, as necessary. These Standards shall reflect the process and procedures for assigning part-time, temporary faculty to teach courses or staff non-classroom assignments, and for evaluating part-time, temporary faculty.
- o 4) Requires, as a condition of receiving SSSP funding, a CCD and the exclusive representative of the part-time, temporary faculty to negotiate in good faith all of the following:
  - ▪ a) The terms of reemployment preference for part-time, temporary faculty assignments based on the minimum standards established, up to the range of 60 to 67% of a full-time equivalent load. These terms shall also contain policies for termination, including, but not limited to, the evaluation process, as negotiated; and,
- o 5) Requires a CCD that has a collective bargaining agreement in effect as of July 1, 2017, that has satisfied the aforementioned requirements, and that executes a signed written agreement with the exclusive representative of the part-time, temporary faculty acknowledging implementation shall be deemed to be in compliance with this section while the bargaining agreement is in effect.
- o 6) Provides, in all cases, part-time faculty assignments shall be temporary in nature, contingent on enrollment and fund, and subject to program changes, and no part-time faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that part-time temporary faculty member.

Bill Tracking

MJC Academic Senate Meeting Minutes
October 20, 2016