



**College Council  
Meeting Minutes  
September 24, 2018**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Steve Collins	MJC Interim President, Chair	√	
Al Alt	Vice President, College Administrative Services/Facilities Council	√	
Patrick Bettencourt	Dean of Instruction & Student Learning	√	
Nancy Carranza	Director of College Affairs, ASMJC	√	
Julie Hughes	Admissions and Records Specialist, CSEA	√	
Lisa Husman	Executive Secretary, LTAC		√
Harloveleen Hundal	President, ASMJC	√	
Andrew Kranzman	Instructor-English, Academic Senate	√	
Bryan Justin Marks	Associate Dean of Campus Life & Student Learning, Student Services Council	√	
Curtis Martin	Professor-History, Academic Senate	√	
LaKiesha McDonald	Program Specialist, CSEA		√
Ross McKenzie	Professor-Math, YFA	√	
Parul Parikh	Accounting Analyst, CSAC	√	
Mikayla Ramirez	Director of Student Relations, ASMJC	√	
Chad Redwing	Professor-Humanities, Academic Senate	√	
Jim Sahlman	Professor-Speech Communications, YFA		√
Michael Smedshammer	Instructional Design Coordinator, Distance Education Committee	√	
Sherri Suarez	Events/Facilities Scheduling Coordinator, CSEA	√	
James Todd	Vice President of Student Services	√	
Jennifer Zellet	Vice President of Instruction	√	
Vacant	Technology Committee		
Vacant	Accreditation Council		
Vacant	Resource Allocation Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Vacant	Student Success and Equity Committee		
Sabrina Miranda	Recorder	√	

<b>Guests</b>	
George Boodrookas	Executive Director, Foundation
Martha Robles	Dean, Allied Health/Family Consumer Sciences
Janet Fantazia	Instructor, Respiratory Care; Director of Clinical Education
Laura Maki	Dean, Science, Math & Engineering

**I. CALL TO ORDER**

S. Collins called the meeting to order at 3:03 pm.

**II. INFORMATION AND DISCUSSION ITEMS**

**A. Respiratory Care – Self Study Report**

M. Robles explained that Respiratory Care is currently undergoing the accreditation process as a program. Director of Clinical Education and Instructor of Respiratory Care, Janet Fantazia, walked everyone through a PowerPoint presentation explaining the process.

J. Fantazia explained that accreditation is taking place next spring for both the associate program and bachelor's program in Respiratory Care. The first cohort began in the fall of 2017 and this December will be the first graduation for the bachelor's program. There are 19 graduates. CoARC is who accredits both programs. The deadline for the associate program is October 1 and the deadline for the bachelor's program is November. The self-study has two objectives: one is that the program continues to meet the described standards and the second is to promote programmatic self-evaluation and continuous quality improvement.

A comprehensive site visit will take place in three to five months. The two-day visit will include interviewing faculty and students, visiting the advisory board meeting, and reviewing surveys as well as all evidence. Once the bachelor's program receives accreditation, MJC will be 1 of 72 elite colleges in the United States to be accredited for the Respiratory Care programs.

**B. Student Centered Funding Formula Metrics & MIS Data**

J. Todd stated that there are a couple different data systems currently being utilized regarding the funding formula metrics and MIS data. One is what is being done in the institutional effectiveness department at the chancellor's office in conjuncture with the educational services division. It is important that we begin thinking about our targets and goals as we are moving into the new funding formula this year. By the time it is rolled out, 60% of our apportionment will be on base funding, 20% based on low income, and 20% based on completion. One suggestion is that we begin to build a graph in terms of where and how we gain apportionment based on our efforts.

**C. Accreditation Update**

J. Todd explained that we have three outstanding compliance recommendations. One is regarding regular and effective contact in online education and the other two are district compliance issues. The district compliance issues include our total cost of ownership and delegating authority to the CEO. A discussion took place during the Board meeting regarding the recommendations and we are trying to build a plan that will cover between now and January, when new Board members will be coming in. We hope to have training as well as changes in Board content and some of the structural ways in which we approach decision making in the district. The consultant hired is to provide training for the Board, but the issue arises that they are going to be writing longer than was originally anticipated. A timeline was discussed and the possibility of an additional Board meeting in February. There is evidence assembled regarding regular and effective

contact and we are hopeful to have a draft of our own recommendation by the end of October.

### III. ACTION ITEMS

#### A. Approval of minutes

##### Action Item - Motion:

**Who:** R. McKenzie moved, J. Zellet seconded

**What:** Motion to approve the minutes of September 10, 2018

- Result: 17-ayes, 0-no
- Motion Carried

#### B. Distance Education Plan

P. Bettencourt stated that the Distance Education Plan has been under review for at least a semester, possibly more. It has been read twice by the Academic Senate and on Thursday final approval was received.

M. Smedshammer stated that we are changing our name from Distance Education to Online Education, as it fits with the OEI and fits more with what students understand as online education. We are expanding to include open education resources (OER).

##### Action Item - Motion:

**Who:** C. Martin moved, R. McKenzie seconded

**What:** Motion to approve the Online Education Plan (formerly Distance Education Plan)

- Result: 17-ayes, 0-no
- Motion Carried

#### C. Instructional Outlook Report

This item is tabled to the next meeting.

#### D. Creation of AB705 Task Force

L. Maki explained that they are putting together an AB705 implementation task force. The English department has had success with their English 100 and mathematics has done a tremendous amount of curriculum design this summer. We will have three corequisites for entry-level transfer courses. There has also been extensive research on what other math departments are doing. There are many items that need to be taken care of for the implementation team. We have a short timeline so going through those items is crucial. Co-chairs will consist of one person chosen by administration and one person chosen by faculty.

##### Action Item - Motion:

**Who:** R. McKenzie moved, J. Zellet seconded

**What:** Motion to approve the creation of AB705 Task Force

- Result: 17-ayes, 0-no
- Motion Carried

#### E. Naming of Veterans Resource Center

G. Boodrookas explained that the MJC Foundation Board has had a naming committee for approximately a year. The naming committee of the MJC Foundation Board proposes to College Council a naming opportunity for what is currently called

the Veterans Resource Center. The proposed name is Ron Tingley Veterans Resource Center. For 41 years, Ron Tingley was a counselor at MJC and had a deep impact on thousands of students. Well into his career, Ron began to take a genuine interest in reentry students. For more than a decade, Ron was a champion for reentry students and helped create the reentry program at MJC. Within that population were returning veterans from Afghanistan and Iraq. Ron, as well as other counselors, witnessed real issues associated with this group of students and he sought to champion the development of a veterans resource center. Ron Tingley understood the psychology of the returning student. Two years before Ron's passing, his vision for a veterans resource center was realized.

#### **Action Item - Motion:**

**Who:** B. Marks moved, C. Martin seconded

**What:** Motion to approve the naming of the Veterans Resource Center

- Result: 17-ayes, 0-no
- Motion Carried

#### **Representative Reports**

##### **A. Academic Senate**

C. Martin reported that discussions have begun regarding asking the Board to modify the syllabi policy to include an academic statement in every syllabi as well as a statement on regular and effective contact. This is suggested as a way of addressing the current regular and effective contact compliance issue with accreditation.

##### **B. LTAC**

No report at this time.

##### **C. CSAC**

No report at this time.

##### **D. CSEA**

S. Suarez reported that last week CSEA had their regularly monthly chapter meeting and passed the tentative agreement for negotiations. 2018 negotiations are now complete and CSEA is preparing to open 2019.

##### **E. YFA**

R. McKenzie reported that YFA finished its vote on whether or not to strike if negotiations breakdown even further. The result was yes, 95% of people said they would strike. There were only 12 "no" votes. YFA located decades old reports regarding winter session models and they were reviewed. Winter session models were previously determined to not be a good idea and after reviewing the issue again, YFA determined yet again that winter session models are still not a good idea.

##### **F. ASMJC**

H. Hundal reported that on September 19, Pirates Promotion Day was celebrated. From October 1 – 4, ASMJC will be participating in breast cancer awareness week. Hispanic Heritage Week will be celebrated October 9 – 11 and October 13 will be the Hispanic Education Conference. On October 22, ASMJC members will be helping with the homecoming event. October 31 there will be a trick-or-treat event. FLOW will continue to be provided every week on both East and West Campus.

**V. ADJOURNMENT**

The meeting was adjourned at 4:15 pm.