**Moorpark College Academic Senate Meeting Minutes (DRAFT)**

Tuesday, **September 2nd, 2015**, 2:30-4:00pm in Admin 138

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| STANDING MEMBERS | | | | | | Guests |
| POSITION | NAME | PRESENT | POSITION | NAME | PRESENT | Rex Edwards  Inajane Nicklas  Dave Mayorga  Beth Gillis-Smith  Lori Bennett |
| **ASC Pres** | Mary Rees |  | EATM | Gary Wilson |  |
| **ASC V.P.** | Nenagh Brown | X | Health Sciences | Dalila Sankaran | X |
| **ASC Secretary** | Nathan Bowen | X | Library | Mary LaBarge | X |
| **ASC Treasurer** | Beth Megill | X | Life Sciences | Jazmir Hernandez |  |
| ACCESS | Melanie Masters | X | Mathematics | Renee Butler | X |
| Athletics/Health/Kinesiology | Howard Davis |  | Music/Dance | James Song |  |
| Behavioral Sciences | Dan Vieira | X | Physics/Astronomy/Engineering | Erik Reese | X |
| Business | Reet Sumal |  | Social Sciences | Hugo Hernandez | X |
| Chemistry/Earth Sciences | Deanna Franke | X | Student Health Center | Sharon Manakas |  |
| Child Development | Kristi Almeida-Bowin |  | Visual & Applied Arts/Media Arts | Mike Hoffman | X |
| Comm Studies/Theater Arts/FTVM | John Loprieno | X | World Languages | Raquel Olivera | X |
| Counseling | Traci Allen | X | Curriculum Chair (non-voting) | Jerry Mansfield |  |
| English/ ESL | Sydney Sims | X | *Student Liaison* |  |  |

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Moorpark 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.*

**Quick Recap**

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| **Topic** | **Discussion/Comments** | **Action** |
| Basic Skills Plan | The upcoming draft of the plan was introduced. | N/A |
| Academic Senate Budget | A tentative budget was introduced, including expenditures from the previous year and this year. | Approved. |
| Study Session on CalSTRS | Review of various retirement plans and formulae for how retirement allocations are calculated. | All faculty are encouraged to visit calstrs.com. |
| Quality Focus Essay | Changes to accreditation standards have generated emphasis on this new QFE. This has impact on the vision the college will adopt for the next 5-7 years. | Input is desired. The criteria or themes are not set in stone. |

1. **Public Comments** (Those wishing to make public comments must be in attendance before 2:30pm)
   1. Tomorrow is Transfer Day. Wear your alma mater’s colors!
2. Basic Skills Plan Introduction (was on agenda as Future Topic)
   1. We need to report on the plan in October. We want faculty input for this prior to its presentation to ASC later in October.
   2. Document presented: Organizational and Administrative Practices (Table of Contents from ??), plus our action plan.
   3. We invest a lot in counseling support. Initially we put most of the funds (which were limited) toward counseling. Now that we are integrated with student success, we are able to allocated funds toward tutoring.
   4. PT Counselor Roberta Brodie, not in attendance today, is an invaluable part of the team. She goes to classes and meets with students regarding basic skills.
   5. Coordination – we are able to have a tutorial support person, thanks to Student Success funding, who helps with tutorials, across disciplines.
   6. Professional development – this is the area that allows us to send faculty to Student Success conferences, which we have traditionally done.
   7. Overarching goals
      1. Improve student success (complete with a C or better) by 5% in Math 9, ESL, and English M03
      2. Continue to improve student success by 5% for English Writing (M02) Mathematics (M01 & M03), and ESL Integrated (Engl. M03)
         1. Action plan
            1. Institutionalize the Cohort Program that integrates counseling, academic, support, and effective instructional practices with the non-degree applicable Math 09, English 03, and ESL 1-3.
            2. Continue inter-segmental partnerships for English and Math to reduce the degree of remediation needed prior to attending Community Colleges through early assessments and interventions at the middle and secondary levels. (EAP (this is a high school program for assessment, usually given junior year) or Bridge Program).
            3. Deliver service-based basic skills competencies for students in Math M01 and M03 and English M02, and diagnosed and referred to the Tutoring Center. Continue Counseling Support for this same population.
            4. Pilot English and Math H. S. to College Bridge Programs that incorporate both discipline-specific basic skills competencies and college expectations, and learning skills.
            5. Participate in statewide and regional conferences conducted by the RP Group and 3CSN and arrange for follow-up workshops on campus to build institutional capacity for integrating best instructional and programmatic practices. A good example is the On Course training occurring on campus this week.
            6. Embed College Learning Skills across the curriculum through numerous strategies, which include faculty development, study skills of the week, Recipes for Success, the Faculty Inquiry Group, College Success Courses and workshops. *Handout added: Seven Secrets to College Success*.
      3. In the Math Department we have run several bridge sessions (2 days/week, 4 hours a day); this summer we had an unprecedented four bridge sessions, and it was very successful, well attended.
      4. Comment: it is a little surprising that funds are not ‘new’ funds, but would have been received anyway, regardless of Student Success initiatives. Response: funds from the state are usually not increased, but simply categorized different ways, depending on what prevailing attitudes deem is important.
      5. We have tutoring outside of areas besides math and English. We use Datamart to direct funds to more disciplines.
3. **Approval of Minutes**
   1. **August 14, 2015 – approved with Mike Hoffman abstaining.**
   2. **August 18, 2015 – approved with minor changes.**
4. **Reports**
   1. Committees
      1. CurCom, Fac/Tech, Prof Dev, Fiscal, SLO, SS&E, EdCAP, DE
   2. Officer Reports
      1. Treasurer
         1. Proposed an estimated budget for 2015-16 (handout supplied in meeting, will be posted online for next meeting).
         2. **Motion to approved budget estimates as outlined, approved unanimously.**
      2. Secretary
         1. No report.
      3. Vice President
         1. Mary Rees is not in attendance. Mary wishes to express gratitude for all the work that is going on to prepare the college for accreditation and the Student Success Plan and Student Equity Plan. Kudos for all the diligent work!
      4. President
         1. We propose to hold the Faculty Prioritization meeting 9/24.
            1. Several Council members have conflicts with the proposed date.
            2. Suggestion: can we do it the 29th, which is our fifth Tuesday meeting?
            3. Concern: Program plans come in on the 15th. How would we have time to read the faculty hiring requests?
5. **Unfinished Business**
   1. Ratify new representatives
      1. **Approved unanimously as presented.**
   2. Faculty Handbook
   3. Academic Senate Accomplishments
      1. Tabled for next meeting.
6. **New Business**
   1. Study Session: CalSTRS – Raquel Olivera
      1. Above all else, please visit calstrs.com to explore!
      2. 62 + 62 is one retirement formula
      3. 2% at 60
         1. Defined benefits
            1. Yes, we do get benefits for the rest of our lives. We can choose how we take those benefits.
            2. We can take 100% of the benefits, 75%, or 50%. This is explained extremely well in the handbook for retirement.
            3. How is your amount factored? Years of service, age, highest average annual compensation during any 12-month period, sick leave accrued.
         2. Defined benefits supplement program
            1. In 2001, this account was created. Anything that is over full-time (overload) goes into the account.
            2. You have three choices as to how you receive the funds: a time-certain period; lifetime; or a combination.
         3. 403 plans
   2. Quality Focus Essay (QFE)
      1. We are in the accreditation process, writing the self-study this semester. It will go through the campus community this fall. We have new standards, and as part of this is a Quality Focus Essay. This is an attempt to reduce the size of the Self-Study to about 100 pages. About 20 of those pages will be the Quality Focus Essay. For this Essay we are to pick as a college community about three main points of focus for us to work on in the coming 5-7 years to improve our college.
         1. The Essay should overlap with other types of goals and plans (e.g. Student Success Plan). The overarching theme developed in EdCAP was building community. That theme would be qualified through various goals. Currently this is how it would be organized:
            1. Deliberate immersion of our campus in the community
            2. Authentic integrated planning
            3. Culture of evidence
            4. Communication
            5. Building community
            6. Integrated Student Pathways
            7. Building Pathways Support
            8. Professional Development
         2. This essay will outline what are we doing, who is responsible, what is going to be accomplished, and how it will be measured.
         3. This will be a major topic for Fall Fling. This essay is not set in stone, and we strongly encourage input.
   3. AS Budget approval
7. **Future Topics**
   1. Basic Skills Plan
   2. Accreditation
8. **Announcements**
   1. September 2nd – Transfer Day
   2. September 3rd & 4th – On Course Training for Faculty
   3. September 15th – Program Plans due
   4. September 15th & 29th – Student Success & Equity Plans
   5. September 30th – Classified Appreciation Breakfast
   6. October 16th – Fall Fling
   7. November 5th & 7th – Plenary