

Moorpark College Academic Senate Council Minutes (Draft)

Tuesday, January 7, 2020, 2:30 – 4:00 PM in the Campus Center Conference Room

Mission Statement: *With a “students first” philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

See all handouts here on the [Academic Senate website](#)

I) Public Comments

A. Phil Abramoff

- 1) As deans are being hired, there is a concern that the work loads of our deans be reasonably managed. Phil asked for the AS to advocate on how these re-orgs are done, to have them make as much sense as possible so departments can communicate effectively.
- 2) Tragedies at places such as Borderline and Saugus HS show this can happen anywhere, including here. We need to have an Active Shooter training as soon as we can.

B. Sharon Manakas

- 1) Mental Health First Aid Training available 1/30 & 2/6, 2:30-6:30 PM. The training is not to require more work on the part of faculty, but to give you tools to work with students who have mental health needs, and to refer.
- 2) Sports Psychologist presentation this Friday, 1/10/202, 9-10 AM, discusses the challenges that athletes face both in performance and in the classroom. Techniques will be discussed on how to assist in their learning
- 3) Thank you for going through your emergency planning for your work spaces these first couple of days. Thank you to Nenagh for getting this information out

C. Vance Manakas

- 1) The Athletic Council and the ASMC supported the food drive last month. Thank you to Dalila Sankaran, Tiffany Pawluk, and Renée Butler for involving your students to help make large donations. And thank you all for your support. This all goes back to our community and to support our students.
- 2) Our #1 state rated Women’s Basketball Team is playing this Friday, Jan 10, at 5pm.
- 3) Saturday, Jan 25 is the grand re-opening to our gymnasium. More information will be coming soon. It did not pass inspection, but will happen real soon. We will still have our ceremony, with appetizers.
- 4) We will be honoring the 2000 and 2001 Men’s basketball teams on January 25th with the gym Reopening.

D. Ruth Bennington expressed a “thank you very much” in helping with the food drive and pantry.

E. Hugo Hernandez, AFT rep – We are still at an impasse with the district regarding the contract. The district only wants to focus on the money and the health care issues. We give most of our time to our students and faculty; 87.5 hours is all we need to do. We choose to volunteer to do more here at MC, and also other places in our communities. Prioritize what we can give to the college. Please tone it back for a while. This will directly affect our students. Faculty want to build a conversation with the district, but there is no movement; they do not want to hear us out.

II) Approval of Minutes

A. November 19, 2019

- 1) **Motion to approve the minutes made by Chuck Brinkman and seconded by Dani Vieira.**
- 2) Two minor changes made by Erik Reese for clarity.

3) **Voted to approve the minutes unanimously.**

B. December 3, 2019

1) **Motion to approve the minutes made by Dani and seconded by Chuck.**

2) A few minor changes under public comments made by Renée, Jolie Herzig, and Marnie Melendez, and two minor changes made by Erik for clarity.

3) **Voted to approve the minutes unanimously.**

III) Unfinished Business

A. AS Council and Standing Committee membership updates – Renée Butler

1) In the Physical Science & Career Education division, Loay Alnaji will be the SEA and the DE rep.

2) **Motion to approve this updated AS Council and Standing Committee membership made by Jolie and seconded by Vance.**

3) **Voted to approve this updated membership unanimously.**

B. Moorpark College Enrollment Management Plan, 2019-2020 – Nenagh Brown

1) This has been taken from our 5-year strategic plan, and also the annual plan.

2) Mary Rees came to present this at our last Council meeting.

3) A concern that was identified was students getting dropped for not paying on time and this issue has now been added to the Plan. To change this will be an uphill battle.

4) Updated changes have also been made to this document from the Associated Students.

5) **Motion to approve this updated MC Enrollment Management Plan, 2019 – 2020 made by Vance and seconded by Dalila.**

6) Discussion:

a) Vance - Why will this be an uphill battle?

b) Nenagh - It is a very big issue for registrars, issue of non-payment, many counter arguments, but we think we will be successful as it affects our enrollment.

c) John Loprieno –Can we collect data of how many students we lose to LACCD since we start so soon in the new year for the spring semester? In terms of enrollment and enrollment patterns, how are we competing with other colleges? We are losing our students to other districts.

d) Traci Allen – Regarding the issue of non-payment, other colleges have insurance policies to make it work.

e) Jolie – Consider warning notices if students are getting dropped. This would be a better student focus process.

f) Josepha Baca – Students need to know if classes are being cancelled, or are made late-start classes. This is not student friendly centered.

g) Sydney Sims– We should consider this with the compressed calendar.

h) Nenagh – We now have 4-week classes at the beginning of the spring semester, to enroll the CSU and UC students before they start their spring semester; the students are back at their regular schools during the fourth week.

7) Erik – EdCAP was unable to vote on this plan at its last meeting due to not reaching quorum. This is AS Council's second reading.

8) **Voted to approve this updated MC Enrollment Management Plan, with Erik abstaining.**

C. AS Election Workgroup report

1) Postponed for a future meeting.

D. Emergency Fund Grant – Sharon Manakas

1) The Emergency Fund Grant is up and running since yesterday, Jan 6. The form can be found on the Financial Aid website under "Forms".

- 2) Thank you to the ASMC and our Foundation for donating money to this grant. Employee giving is done through the scholarship office through Maria Perez-Medeiros. Further information will be forthcoming to all employees by email.
- 3) Students can request a one-time emergency monetary gift, for an unforeseen financial situation, \$200 maximum. Students are encouraged to apply for the amount that they are in need of and turn in their application to Financial Aid.
- 4) Financial Aid will also be seeing if there is other funding that students can qualify for as well.
- 5) The SEA Committee will be exploring how they can assist financially due to AB 943. They are awaiting further direction from the state on how to institute.
- 6) Many people worked really hard to make this come to fruition.
 - a) Silvia Barajas was very instrumental in getting the money directly from our business office to the students, without going through the district.
 - b) Our committee: Angie Rodriguez (lead), Gilbert Downs, Kim Korinke, Gilbert Downs, James Schuelke, ASMC President, Maria Perez-Medeiros, Nenagh Brown, Silvia Barajas, and Sharon Manakas.

IV) Informational Items

A. Aspen Prize Applications, 2021

Moorpark College was invited to apply for the Aspen awards for 2021; under Vice President Mary Rees we submitted applications for the overall community college award as well as for the Excellence and Equity in STEM award on behalf of our CNSE and Nursing programs.

See handouts on AS website

V) New Business

A. AS monthly budget report – Ruth Bennington

- 1) The AS received one-time donations which amounted to \$86.04.
- 2) A \$5 donation was made to help fund the DFC.
- 3) Automatic annual donations will come out of faculty's January paycheck. This is done as a favor to us by Cheryl Manley-Orm at the district.
- 4) Hugo – Do we need to sign up each year for the automatic donations or does it roll over each year? And can faculty get off of the list?
- 5) Ruth responded: The automatic annual donations continue each year; no need to sign up each year. To be removed you would need to call the district.
- 6) Renée – When faculty retire, the district will automatically remove them from the list.
- 7) Ruth concluded: These donations help pay for our AS Scholarships and other faculty awards.

B. Guided Pathways Scale of Adoption Assessment (GP SOAA)

Presented by Traci Allen, GP Faculty Lead

- 1) Nenagh announced that this is a first read and that the AS President and MC President's signatures are required on this document.
- 2) Traci
 - a) This document will be brought to the SEA Committee and the classified senate; we will get feedback from them.
 - b) Traci briefly went over the document noting that this is an informational document and not a budget, and that Area 4 needs the most input.
 - c) If students get off their plan, they are not being notified. This is an idea that other college are doing – notifying students if they are off their plan.
 - d) Please email feedback to Traci at: tallen@vcccd.edu

- 3) Discussion and feedback
 - a) Jolie suggested for tutoring to include “such as Access.”
 - b) Traci – We need feedback on students who do not get into nursing, to help those students to get into other health care programs.
 - c) Beth Miller – Biotech and other programs are not well advertised.
 - d) Traci – We need try to help students find different careers if they cannot get into the nursing program.
 - 4) Nenagh – Thank you to Traci. This is a progress report; CA state likes to know what we have done.
- C. Revision of *Moorpark College Decision-Making Handbook*
 Presentation by Gilbert Downs, Classified Senate President
- 1) Nenagh announced that we are revising our Decision-Making handbook this spring semester. It will go to all of the committees and it needs 4 signatures: AS President, MC President, Classified President, and the ASMC President.
 - 2) Gilbert Downs
 - a) The last time we worked on this handbook we focused on the memberships of our committees and it went very smoothly.
 - b) This time we will discuss having Tri- Chairs, which would include classified being a Chair.
 - c) The focus is on the membership of committees. How many seats do we really need? We may have too many on some, and not enough on others. This is a highly collaborative document.
 - d) We are looking toward to the future of working with ASMC and ASC as partners.
 - e) None of the current classified officers are standing for positions for the current election.
 - i) Hugo inquired as to why this is.
 - ii) Gilbert responded that it is just a timing issue. He has been the classified president for 5 years, and recently other responsibilities are consuming his time. The other officers are in different places in their careers, and some believe they can do more work for MC by being on different committees.
 - 3) Erik – On FT-CAP, classified had very valuable input; bringing a different perspective. We are stronger working together.
 - 4) Nenagh – Thank you Gilbert.
 - 5) Gilbert – Thank you for all of your support and thank you for attending the holiday luncheons.
- D. California Virtual Campus – Open Education Initiative grant (CVC-OEI)
 Presented by Matt Calfin and Shannon Macias, co-chairs, Distance Education Committee
- 1) Matt introduced himself as Dean of ACCESS, Kinesiology, Athletics, Math, DE and Teaching and Learning. He commented: I have enjoyed my time here and appreciate the comments made here in AS Council and will do my best to represent you.
 - 2) Shannon introduced herself as an Accounting Professor and Co-chair of the DE Committee.
 - 3) Matt
 - a) MC received a one-year \$500,000 grant from the state Chancellor’s Office CVC-OEI program to improve our online certificates, credentials and programs.
 - b) Two goals:
 - i) Improve the quality of existing online courses, certificates, credentials, and programs.
 - ii) Build new online courses, certificates, credentials, and programs.
 - c) Areas of emphasis:
 - i) Improve the quality of existing online certificates, credentials, programs.
 - ii) Increase the visibility of existing online certificates, credentials, programs
 - iii) Create online programs using industry content, Zero Textbook Cost Materials, Open Education Resources.

- d) Laura Gentry and Tracie Bosket are the Instructional Technologist-Designers; Anasheh Gharabighi is DE Coordinator, Peer Online Course Review Lead; Matthew Spinneberg is the Professional Expert on Accessibility for Section D of the CVC-OEI Rubric; and Cindy Sheaks-McGowan is the ZTC/OER Coordinator.
 - e) This workgroup has met quite often since August, to get programs ready by March 1, then to send them to CA state by April 15.
 - f) Outcomes: We have 22 courses involved in the process to become aligned with the CVE-OEI rubric. There are 44 standards associated with the rubric: the California Virtual College – Online Education Initiative Course Design Rubric.
 - i) ZTC/OER curriculum consideration-15 courses consider the adoption of the ZTC/OER materials
 - ii) Degrees Enhanced: 6
 - iii) Certificates of Achievement Enhanced or Created: 6
 - iv) Proficiency Award Created: 1
 - v) Accounting/Business: 2 enhanced degrees and 2 certificates of achievement (AS-T in Business Administration, AS Degree, Certificate of Achievement)
 - vi) Child Development: Enhanced 3 degrees and 2 certificates (Associate Teacher CoA, Child Development CoA, Early Childhood Education AS-T, Child Development AS, Child and Adolescent Development AA-T, Elementary Education AA-T)
 - vii) Hospitality Management: The creation of a certificate of Achievement and two new courses (Event Management and Introduction to Hotel Management)
 - viii) Journalism: Enhanced AA-T degree, new Social Media course, and the creation of digital PR certification, and proficiency award in digital journalism (Journalism AA-T, Digital PR Certification, and Proficiency Award-Digital Journalism)
 - g) Peer Online Course Review –This 4-week online course is a training to help faculty to become familiar with the CVC-OEI Course Design Rubric, and then allows faculty to review our courses. Christy Douglass, Cindy Sheaks-McGowan, Kelsey Stuart, Shannon Coulter, and Suzanne Fagan have completed this training. There are still 6 openings for a course that starts this Monday, Jan 13. This would be helpful for the grant and for MC to increase the number of online courses, and will help increase student success and retention.
- 4) Shannon
- a) Helen Graves is the CVC-OEI Lead Instructional Coordinator and Designer for the state.
 - b) We were given example of elements of courses that align with the rubric, which was very helpful in the process of aligning my courses.
 - c) A group of our courses have been initially reviewed by Traci and Anasheh.
 - d) The workgroup allows ideas to be shared from faculty from other departments.
 - e) Courses approved/aligned with the rubric have shown to have higher success rates. If approved, your course will be in the Exchange – an online opportunity for students who might not be enrolled at MC, but can take our classes, which helps increase our enrollment.
 - f) This grant is to promote our online classes.
- 5) Matt
- a) We have two child development courses that have been approved by the CVC-OEI.
 - b) Information about this grant was published in an article in the Acorn newspaper.
- 6) Matthew Morgan asked about the 5 seats that get set aside for the exchange, and if those 5 seats do not fill, will the class be at risk of being cancelled?
- a) Shannon – MC student are first to enroll, and then there are some seats set aside.
 - b) Matt will contact the CVC-OEI for more information and clarification.

- 7) Jenna Patronete is interested in being a local reviewer and asked about the time commitment and the workgroup meetings.
 - a) Christy - The course is 5 hours a week.
 - b) Matt – March will require the most time commitment for reviewers. The number of hours is determined by how many courses are assigned to you. MC will receive \$2000 if the course meets the 44 elements of the rubric. Then, the grant ends in June.
 - 8) Ruth asked if the course is more like 10 hours a week.
 - a) Cindy – It depends upon how familiar you are with the rubric.
 - b) Christy – It is not difficult, but there is some time commitment depending upon how familiar you are with the CVC-OEI rubric. It is not recommended if you have not taught an on-line course before.
 - 9) Hugo asked if it is discipline specific. Matt answered that it is reviewing the design of the course not the curriculum checking the material, so, no.
 - 10) Nenagh – Thank you very much Matt and Shannon.
- E. Compressed Calendar update
- 1) Postponed for a future meeting.

VI) Reports

A. Officer Reports

- 1) AS President Nenagh Brown
 - a) She sent out a State of the Academic Senate email; it has been an incredible year so far, moving forward with almost all of our goals.
 - b) Changes to the first bullet to get the names correct: Betty Gresh, and Jackie Lepeau.
 - c) New nurse faculty Katina Walia started this week teaching pediatrics. The second nurse faculty hiring is in process.
 - d) New Allied Health Coordinator, John Everlove, hired originally from categorical funds, is now funded by the Strong Workforce grant, also started this week.
 - e) MC is hiring a College President as we now know Luis Sanchez is not coming back. Also, MC is hiring a VP of Business Services as Silvia Barajas is resigning at the end of January, and joins West LA College. Our interim dean David Gatewood will also be leaving as he has a permanent position at Shasta College. MC will probably be hiring an acting dean to replace him. Jennifer Kalfsbeek is now the VPAA at VC so we will also be hiring at least one permanent dean. All of these management hiring committees will have Academic Senate representatives on them.
 - f) Julius Sokenu made it clear we need more help and is also putting the 9th dean request through the district process; this would lead to another division reorganization.

B. Faculty Liaison Reports

C. Governance Committee Co-Chair Reports

VII) Announcements

- A. Annual Strategic Planning Retreat: March 20, 8 AM – 4 PM, Wood Ranch Golf Club
- B. Academic Senate for California Community Colleges (ASCCC) Area C Meeting: March 28, LA Southwest College
- C. ASCCC Plenary: April 16-18, Oakland

VIII) Adjournment –

- A. Meeting adjourned at 4:04 PM.

ACADEMIC SENATE COUNCIL REPRESENTATIVES 2019 – 2020

POSITION	NAME	Present	POSITION	NAME	Present
ASC President	Nenagh Brown	NB	Library	Mary LaBarge Danielle Kaprelian	ML
ASC Vice President	Erik Reese	ER	Life Sciences	Jazmir Hernandez Audrey Chen	
ASC Secretary	Renée Butler	DRB	Mathematics	Chris Copeland Curtis Paul	CC
ASC Treasurer	Ruth Bennington	RB	Media Art / Comm Studies	Jenna Patronete Nicole Block	JP
ACCESS	Jolie Herzig Silva Arzunyan	JH	Performing Arts	John Loprieno Nathan Bowen	JL
Athletics	Vance Manakas Mike Stuart	VM	Physics / Ast / Engr / CS	Ronald Wallingford Scarlet Relle	RW
Behavioral Sciences	Dani Vieira Kari Meyers	DV	Social Sciences	Matthew Morgan Susan Kinkella Rex Edwards	MM
Business Administration	Josepha Baca Reet Sumal	JB	Student Health Center	Sharon Manakas Silva Arzunyan	SM
Chemistry / Earth Sciences	Tiffany Pawluk Deanna Franke	TP	Visual Arts	Svetlana Kasalovic Cynthia Minet	
Child Development	Cindy Sheaks-McGowan Shannon Coulter	CSM	World Languages	Perry Bennett Alejandra Valenzuela	PB
Counseling	Chuck Brinkman Jodi Dickey	CB	Part-time Faculty Representative	Felix Masci Dan Darby	FM/DD
EATM	Gary Wilson Cindy Wilson		AFT Representative (non-voting)	Hugo Hernandez	HH
English / ESL	Sydney Sims Jerry Mansfield	SS	CTE Liaison (non-voting)	Christy Douglass	CD
EOPS	Marnie Melendez Angie Rodriguez	MM	GP Liaison (non-voting)	Beth Miller	BM
Health Education / Kinesiology	Remy McCarthy Adam Black	RM	Student Liaison (non-voting)	Cecilia Nguyen	CN
Health Sciences	Michelle Dieterich Dalila Sankaran	DS	Committee Co- Chairs (non-voting)	Beth Gillis-Smith, PD Co-chair	BGS

Guests: Dean Matt Calfin, Shannon Macias, Traci Allen