

Moorpark College Academic Senate Meeting Minutes

Tuesday, February 2nd 2016, 2:30-4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	
ASC Pres	Mary Rees	X	Health Sciences	Dalila Sankaran		Rex Edwards David Mirisch Lee Ballestero
ASC V.P.	Nenagh Brown	X	Kinesiology/HED	Remy McCarthy	X	
ASC Secretary	Nathan Bowen	X	Library	Mary LaBarge	X	
ASC Treasurer	Beth Megill	X	Life Sciences	Jazmir Hernandez / Carrie Geisbauer	JH	
ACCESS	Melanie Masters		Mathematics	Renee Butler	X	
Athletics	Vance Manakas		Music/Dance	James Song		
Behavioral Sciences	Dan Vieira / Nadezhda Monosov	DV	Physics/Astronomy/Engineering	Erik Reese / Scarlet Relle	ER	
Business	Reet Sumal / Josepha Baca	RS	Social Sciences	Hugo Hernandez / Susan Kinkella	HH	
Chemistry/Earth Sciences	Deanna Franke		Student Health Center	Sharon Manakas		
Child Development	Kristi Almeida- Bowin / Cindy Sheaks-McGowan		Visual & Applied Arts/Media Arts	Mike Hoffman	X	
Comm Studies/Theater Arts/FTVM	Rolland Petrello	X	World Languages	Raquel Olivera	X	
Counseling	Chuck Brinkman	X	Curriculum Chair (non-voting)	Jerry Mansfield		
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>	Carmel Gutherz		
EATM	Cindy Wilson	X				

I) Public Comments (Those wishing to make public comments must be in attendance before 2:30pm)

- a) David Mirisch – Moorpark College Foundation
 - i) Our office is located in A-109, where the new accounting offices are being built.
 - ii) March 3rd, Hairspray. We are teaming with Performing Arts for the production of Hairspray – we’re having a VIP opening night, selling tickets for \$50. Private reception with hors d’oeuvres, wine, and local dignitaries. We will be partnering with dance and music departments as well for VIP nights. We hope that you will come and attend for the VIP night.
 - iii) We are looking to bolster our alumni association. If any of you that have email of former students, we need to build the foundation.
 - iv) Books can be formally donated to the Library reflecting \$50 gifts to the Foundations. Plates for performing arts center seats will also be donated for \$50 gift to the Foundations.
 - v) We have rented out Air Force 1 room at the Regan Library for the Moorpark 50th year celebration. We have some who have already joined the steering committee. If any of you have interest, please join! Part of the event will be a hall of fame that shows students who have gone on to acclaim beyond their time here.
 - vi) The last football game of the year will be homecoming and this weekend and/or homecoming week could be one focus for the 50th anniversary ideas being developed. We need as much support from faculty as possible.
 - vii) If you are interested in a tour to Galapagos Islands, the foundation is teaming with Hugo Hernandez to do an educational trip there.
- b) ACCESS now can offer LD assessment with no charge, though with some criteria. Please send students to the drop-in times at ACCESS. We’re excited to have this service back; we now need to get the word out.
- c) Moorpark College’s Biotech program was a finalist in the national Bellwether Awards, as one of the top-10 workforce development programs in the nation.

II) Approval of Minutes

- a) **January 19, 2016 – approved with Renee Butler and Remy McCarthy abstaining.**

III) Reports

- a) Committees
 - i) CurCom
 - (1) If there are courses that need changes in hopes of being reflected in the Fall catalogue, please submit them as soon as possible.
 - (2) Fac/Tech
 - (a) Meeting tomorrow
 - (3) Prof Dev
 - (a) March 1st Flex Day
 - (i) Action and Assessment is the theme, with the morning being structured as a division meeting to work on our program plans for next year. This will be practical and functional, facilitated by Drs. Harris and Wood again.

- (ii) Distance Ed, foster youth, veterans, and Safe Zone workshops are scheduled for later in the afternoon.
 - (iii) There will be no classes held on this day; limited student services will be open.
 - (4) Fiscal
 - (a) FTES and growth are still very hot topics as the College strives for expanded FTES in constricting times. The CTE Initiative has a ¼ billion dollars that will be available from the state for next year, but we don't yet know how that will be allocated.
 - (5) SLO
 - (a) Best practices for assessing SLOs are being discussed.
 - (b) We have set up a schedule for GLOs going through evaluation for various departments. Kinesiology and dance departments are scheduled next.
 - (c) CLOs on syllabi
 - (i) We are required by Title V to put course objectives on the syllabus.
 - (ii) Accreditation would like to see CLOs on syllabi.
 - (iii) Some department chairs are including a chart that shows CLOs and Course Objectives for faculty to use when creating syllabi. Comment: if several departments are doing this differently, perhaps we can standardize the process for all departments?
 - (6) SS&E
 - (a) There is a new subgroup of the SS&E Committee focusing on creating a First Year Experience at Moorpark. It is currently planning to get a FYE up and running for fall. At some colleges this includes a summer bridge program and then continues into a cohort of students taking classes in the Fall who are then supported and monitored closely through the academic year. It is currently unclear what exact direction our college will take. This group has a lot to do between now and Fall.
 - (b) SS&E Plans are due to the State in the fall. We are going to try to get these going this Spring semester.
 - (c) The state has 10 criteria to determine how to allocate funds (number of 1st-time college graduates, the income of the community, PELL grants, and other factors). The allocation within the District is being reexamined.
 - (7) EdCAP
 - (a) They are actively reviewing the Institution-Set Standards for accreditation.
 - (b) There will be some changes in TracDat, and this will be reviewed in EdCAP.
 - (i) This has made things more intuitive for SLOs, but there will be changes in how Program Plans are formatted.
 - (c) DE
 - (i) See below. Several items relating to DE are on the agenda.
- b) Officer Reports
 - i) Treasurer
 - (1) Do we have a date set for end-of-semester luncheon?
 - ii) Secretary – no report. Committee representation will be discussed below.
 - iii) Vice President
 - (1) Distinguished Faculty Chair Award for 2016-17 – the nominations have been received. The recipient will be revealed as ever in August. Thanks to those who took the time to submit nominations.
 - (2) The Board has approved 2016-17 sabbaticals for Hugo Hernandez, Robert Salas, Ray Zhang, and Rena Petrello.
 - iv) President
 - (1) The District has bought a new facility in Camarillo.
 - (a) There was concern about there being a very small committee that made the decision. It was a board member and an interim Vice Chancellor. It was questioned if it was appropriate for a board member to be on this committee, but instead that member (or the entire board) should be vetting recommendations made by the committee.
 - (b) Question: are school districts immune to property taxes?
 - (c) Comment: this is our fourth district office in 20 years.
 - (d) Comment: this does not strike me as a good example of shared governance. Response: they do not have to accept our recommendations, but they do need to listen to us. We did voice opinions.
 - (2) Interim Chancellor contract extension
 - (a) There have been concerns about the Interim Chancellor being given an extension. The Board truly believes that stability at this position is important at this time as we head into accreditation. We did express our concerns about this coming across in a negative way; so again, the shared governance process is still legitimate even if our opinion does not sway opinion.
 - (3) 1000 scholars
 - (a) This was clearly a push for FTES. So far there are 98 enrollees with this. The question was raised as to whether this scholarship program would be applied to summer sessions. If we wish to do this fairly, then perhaps the timing of offering this should be revisited.
 - (b) Part of the problem that this was offered to continuing students only, rather than just as a one-off free course. If there are interested students, send them to a counselor.

IV) Unfinished Business

- a) Distance Education
 - i) Substantive Change Submission to ACCJC
 - (1) **Motion to approve this substantive change as discussed last meeting carries unanimously (Sydney Sims abstaining)**

(2) We are revisiting these items since there was not a clear formal vote of approval last meeting, though there seemed to be broad consensus.

ii) Best Practices

(1) **Motion to approve this DE best practices document, which includes an ACCESS piece, carries unanimously**

(2) If you do not have captioned video and a student comes asking for that, the point is that this would cause the student to fall behind

iii) Canvas

(1) We are seeking formal approval for this, after the Senate received a visit from Dave Fuhrmann last semester.

(2) Comment: it's hard to vote on something we've never seen. He showed us a history of how Canvas was decided as the LMS of choice for the OEI.

(3) Comment: the DE committee has had access to Canvas, and did formally recommend that we move to this. That recommendation carries weight.

(4) Distance Education was provided a provisional timeline from District IT if there is consensus. If the Senates from all three colleges were to approve a move to Canvas, then we could begin allowing faculty interested in piloting Canvas for the summer. The DE committee would need to figure out how to support that.

(5) We will set up a link for faculty to check out Canvas as individuals without a formal meeting to show Canvas.

(6) We will circle back for a formal vote next meeting.

(a) Moving to Canvas, the timeline, and the training.

(b) We want to acknowledge all the work that DE committee has done to prep for all of these things.

(c) There is a concern about students who have to use two different platforms concurrently. At Ventura College, this is happening now, but so far students seem to be handling this without any substantial problems or voiced concerns.

b) Faculty Handbook

i) Where will this handbook reside? It needs to be on the portal, as an electronic document, but the question is open where it could be placed on the portal.

ii) There is also a debate as to whether this needs to be reviewed each year, or whether we could do a second approach, which is to change as we go. Comment: these don't need to be mutually exclusive.

iii) We could attempt to do annual review by the relevant parties, but then also allow for changes as needed that do not occur annually, provided they follow regular channels of approval.

iv) **Motion to approve this Faculty Handbook review process as outlined carries unanimously.**

v) **Motion to approve the Faculty Handbook as presented carries unanimously, with Cindy Wilson and Raquel Olivera abstaining.**

vi) This will be presented on Monday to Moorpark Consultation Council, and we will have a discussion about where it will be available.

c) Classified Senate donations letter

i) There was a concern about whether it is an appropriate use of ASC dues to support a statewide Classified event, hosted in Ventura (similar to Plenary for ASC). We already support the campus Classified with a luncheon

ii) **Motion carries unanimously to provide a breakfast donation not to exceed \$200 from Academic Senate, with the donation including language "compliments of Moorpark College Academic Senate" at that breakfast (Erik Reese and Nenagh Brown abstaining).**

d) Institutional Effectiveness Goals

i) 5% growth that was used in the Student Success and the Student Equity Plans might have been a bit aggressive, particularly for Basic Skills. We recommend 3% as a long-term goal. There was also discussion about not having statistics from the past two years available. We're still waiting on these numbers.

ii) Basic skills – currently we only have two basic skills classes, with a very small sample size. You could skew it, or work off of potential.

iii) Comment: is there a consequence for not meeting these numbers? We are told no, but still, this is the third person on this council to voice this concern.

e) Accreditation – these documents are on our site for your interest.

i) District Making Decisions Document

ii) District Integrated Planning Manual

iii) District Functional Map

(1) This was approved by DCAP.

iv) District Master Plan

(1) This is just beginning, but there is a hope that this will be completed by summer.

V) New Business

a) Sabbatical Leave Committee assessment

i) These are the results of a survey given to the SL Committee this year, to help determine if and what changes should be made to make the process for next year so that it is as productive as possible.

ii) We will be asking each standing committee to do an assessment, similar to how the SLC has done this.

b) Workgroup for faculty long service recognition (bricks)

i) Tabled for next meeting

c) Co-chair elections for Fall 2016

d) Committee Representation with new divisions

i) **Motion to approve Rolland Petrello and Vance Manakas as ASC members, approved unanimously.**

e) 16-week semester

- i) Ventura College's Academic Senate has approved a recommendation to move to a 16-week semester, and they have asked us to review and consider. The hours/wages changes for this would be negligible.

VI) Announcements

- a) March 1st – Flex Day