

# Moorpark College Academic Senate Meeting Minutes

Tuesday, March 15<sup>th</sup> 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 Son Ly
ASC V.P.	Nenagh Brown	X	Kinesiology/HED	Remy McCarthy	X	
ASC Secretary	Nathan Bowen	X	Library	Mary LaBarge	X	
ASC Treasurer	Beth Megill		Life Sciences	Jazmir Hernandez / Carrie Geisbauer		
ACCESS	Melanie Masters	X	Mathematics	Renee Butler	X	
Athletics	Vance Manakas	X	Music/Dance	James Song		
Behavioral Sciences	Dan Vieira / Nadezhda Monosov	DV	Physics/Astronomy/Engineering	Erik Reese / Scarlet Relle		
Business	Reet Sumal / Josepha Baca	RS	Social Sciences	Hugo Hernandez / Susan Kinkella	HH	
Chemistry/Earth Sciences	Deanna Franke	X	Student Health Center	Sharon Manakas	X	
Child Development	Kristi Almeida- Bowin / Cindy Sheaks-McGowan		Visual & Applied Arts/Media Arts	Mike Hoffman	X	
Comm Studies/Theater Arts/FTVM	Rolland Petrello		World Languages	Raquel Olivera		
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) Zoo Spectacular is going on this week
- b) Scarlet Relle and Erik Reese presented a STEM-related presentation at a Student Success conference and it was very well received.
- c) Student academic coaching is available at ACCESS. We have someone who works with students individually to help them organize their lives.

## II) Approval of Minutes

- a) **February 2, 2016 – approved unanimously**
- b) **February 16, 2016 – approved unanimously**

## III) Reports

- a) Committees
  - i) CurCom
    - (1) Thanks for all that work!
  - ii) Fac/Tech
    - (1) They are doing prioritizations within the FRAWG, PAWG, TRAWG
    - (2) There is a wayfinding subcommittee that is being formed to work on signage on campus. They are looking for participants still.
    - (3) Prof Dev
      - (a) We had about 100 attendees for the Equity Day of Action and Assessment workshop. There will be a forthcoming email to all faculty that outlines some of the actions and assessment ideas that were brainstormed by the various programs.
      - (b) Full-time faculty travel fund – we are almost out, but we are beginning to accept travel funds for the next academic year. If you are looking to attend a conference in the summer, go ahead and apply now.
    - (4) Fiscal
      - (a) We are covering costs for the coming year by using one-time spending (roughly 5.5 million). We do have enough; the budget will balance this next year, but there is concern that we need to rely on FTES in order to balance out in the future. As costs go up with increases in salary and health benefits, there are only a few options: dip into reserves, dip into one-time funds, grow, or make cuts. It is likely that in about two years there will have to be hard conversations again about programs and possible discontinuance.
      - (b) Funds at the state level used to be primarily allocated from a general fund, but increasingly they are now put into categorical funds, and have strings attached that changes behavior and causes colleges to compete for funds as opposed to earmarked funds.
      - (c) Question: Are we looking at international students for recruiting? Response: Yes, this is being addressed with a website and a specialist. It would be great if we could advertise internationally, because this is a potentially large revenue source.
    - (5) SLO

- (a) PLOs - Watch for your reps to be sending you some stuff.
- (6) SS&E
- (7) EdCAP
  - (a) Working on accreditation, but also the program plan, its layout and narrative structure.
- (8) DE
- b) Officer Reports
  - i) Treasurer – no report
  - ii) Secretary
    - (1) **Unanimous approval of Jolie Burnell to serve as an alternate on Curriculum for Sherry D’Attile.**
    - (2) Based on recommendation in the most recent Co-Chair + Executive Officers Meeting, we are putting together a template for committee agendas/minutes that includes the college mission.
  - iii) Vice President – no report. All items are agendaized.
  - iv) President
    - (1) 1000 scholars
      - (a) There is discussion that vending machines will pay for the ‘second course’ for students to take over the summer
      - (b) The details will be coming out very soon. The idea is that if you take a first course this summer, it will pay for a second course.
    - (2) Student Success
      - (a) Other campuses require physically going to the counselors as opposed to taking care of online counseling.
      - (b) Students at Moorpark College can take care of all online, orientation and Ed plan.

#### IV) Unfinished Business

- a) Institutional Effectiveness Goals (IEPI)
  - i) Basic Skills – we propose to keep the growth at 3% for the 6-year goal.
  - ii) Unanimous approval for the goals as discussed to be recommended to the Board of Trustees
- b) 16-week semester
  - i) Math department feedback – majority are in favor of the 16-week semester.
  - ii) The administration needs to propose it. It would need an advocate from the union or administration perspective. There were no takers at the meeting when this was discussed. We are hoping to revisit this
  - iii) Comment: this needs to move forward for us to be able to fill FTES – I have staff teaching at other colleges who cannot commit to teach summer courses because of overlap with other college calendars.
- c) Holiday luncheon
  - i) This will take place May 12<sup>th</sup>. We need a group to help work on this to plan it.
    - (1) Nenagh Brown, Renee Butler, and others....

#### V) New Business

- a) Review of Accreditation Self Study Standards 1 & 2 Draft (1<sup>st</sup> reading)
  - i) We are proposing to have a tentative ASC meeting May 17<sup>th</sup>. We are hoping to approved these documents April 4<sup>th</sup>, meaning that the Board of Trustees would have a reading May 10<sup>th</sup>. In the event that there needs to be rewrites, we need an opportunity to address any problems.
  - ii) Please take a look at these, and if you see areas where you can provide supporting documentation, get in touch with Mary Rees, Lori Bennett, or Lee Ballestero.
- b) OER Adoption - AB 798
  - i) There are many in the state who feel that the costs of textbooks is a serious impediment to student success.
  - ii) Our college is interested in participating. We’d like to create a workgroup to see how feasible this is, and what next steps would be. This has a June 30<sup>th</sup> deadline, so we will need to move on this sooner rather than later.
    - (1) Dan Vieira Nathan Bowen, and Deanna Franke have expressed interest to review and study this.
  - iii) We do need to have representative texts in our CORs, but it is possible to integrate online resources and online texts.
  - iv) Accessibility will be a concern too.
- c) Program Plan Review
  - i) Mary Rees received a letter from Lori Bennett about Program Plan Review. It outlined how each program has been reviewed.
  - ii) 63 programs were reviewed, with consideration to productivity, environmental scans, and resource requests, etc.
  - iii) 51 no action needed; 12 strengthen the program; 0 reduce the program; 0 review program discontinuance.
  - iv) This is a great example of
- d) Elections for Reps, Exec, and Standing Committee Co-Chairs
  - i) We need to ratify the standing committee reps by the end of the semester. This is complicated by uncertainty over the division structure after the new deans’ hire, but the goal of the administration is to make as few changes to our current model as possible. Nominations for standing committee co-chairs will occur in the fall, which would then allow co-chairs to shadow incumbents during the Spring semester, before taking over the position in Fall, 2017.
- e) Academic Senate Annual Awards
  - i) We will put the call for these awards out before Spring Break. This is not an involved nomination process.
  - ii) **Unanimous approval to keep the policy in place that the Academic Senate Council members cannot be nominated for these Senate Awards.**
- f) Scholarships

- i) Our scholarship call has not gone out with the rest of the scholarships coming from the scholarship office. This is disappointing, but we can either create a call ourselves, or get our process coordinated with the Scholarship Office for the future. The scholarships are mostly now done online, and we need to get ours online.
- ii) We need a workgroup to set things in order: Sydney Sims has volunteered.
- g) Great Teachers Seminar
  - i) Last year, for the first time, because the price went up, we could only send three faculty. This was because traditionally we would pay a surcharge to allow faculty to have their own room if they requested one. With the increase in the registration fees this now means that we are not able to send four faculty. We are proposing that individual attendees would need to pay the \$330 surcharge in order to have his/her own room. Usually double rooms are how things are booked.
  - ii) **Motion carries unanimously to change this practice to have individuals pay the surcharge to have a private room, allowing four attendees to attend the Seminar this year.**

**VI) Announcements**

- a) Regional Senate meeting April 2
- b) April 21-23 – ASC Plenary
- c) May 12<sup>th</sup> – End-of-year Luncheon