

Moorpark College Academic Senate Meeting Minutes

Tuesday, January 19th 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	X	Marnie Melendez Lisa Putnam Rex Edwards
ASC V.P.	Nenagh Brown	X	Kinesiology/HED	Remy McCarthy		
ASC Secretary	Nathan Bowen	X	Library	Mary LaBarge	X	
ASC Treasurer	Beth Megill	X	Life Sciences	Jazmir Hernandez / Carrie Geisbauer	JH	
ACCESS	Melanie Masters	X	Mathematics	Renee Butler	X	
Athletics	Howard Davis		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	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	John Loprieno		World Languages	Raquel Olivera	X	
Counseling	Traci Allen / Chuck Brinkman	CB	Curriculum Chair (non-voting)	Jerry Mansfield		
English/ ESL	Sydney Sims		<i>Student Liaison</i>	Carmel Gutherz		
EATM	Gary Wilson / Cindy Wilson					

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

- a) There are three surveys for student input forthcoming:
 - i) Public health survey National College Health Assessment – Please encourage students to participate so we can get lots of good data.
 - ii) District climate/environmental survey
 - iii) District Communication survey
- b) There is an additional survey regarding professional development. This will be useful for the March 1st Flex Day.

II) Approval of Minutes

- a) **December 1, 2015 – approved unanimously.**

III) Reports

- a) Committees
 - i) CurCom
 - (1) There is a new DE addendum. If you offer a course online it requires separate approval. The DE addendum goes over the need to have regular and effective contact. The addendum is our mechanism we have to ensure that this is in place. It also has best practices.
 - (2) We also have to notify ACCJC about any substantial changes in how we offer courses. We need to notify them of programs that are can be offered completely online (business, criminal justice, nutrition, psychology, sports medicine, sociology, etc.), or have more offerings online than not. This will be submitted, and signals that we are offering more courses online. None of these programs are offered only online. This also does not imply that it is current practice to offer these programs online; this mostly implies the potential is there.
 - (3) **Senate supported the Distance Ed substantive change submission.**
 - ii) Fac/Tech
 - (1) No meeting this month.
 - iii) Prof Dev
 - (1) Report on January FLEX days
 - Thursday: DE Session and training for part-time faculty about ‘how to get that full-time teaching job’ were very well received.
 - Friday: Regional Diversity Summit
 - 130+ attendees, 65 of which were from outside the district.
 - (2) March 1st FLEX day – just as a reminder, no classes meet; there will be student services offered. If you have any suggestions, pass them along ASAP. The PD Committee is meeting tomorrow.
 - (3) Travel funds:
 - There is no part-time money left for travel, but if full-time faculty are looking for travel funds the next deadline is February 1st. Apply as soon as possible; it is probable that money is going to run out before the end of the fiscal year.

- iv) Fiscal
 - (1) Budget is looking good. Original numbers are out, and it looks like there will be a healthy amount for student success, equity, hiring, etc. There will be a fair amount of CTE money, but it is not clear how that will be defined and allocated. It looks like a good budget.
 - (a) Question: How does the budget relate to our FTES growth targets? Answer: Our numbers are slightly down, and we will offer late start sections (about 100 that still have room), plus two summer sessions (four-week session and a second longer session). There are different strategies about how to create incentives for students to come into late-start classes. We will be looking for ways to match that 2% growth.
 - (b) Question: Is there anything being done with district advertising? Response: We are down in enrollment at all three colleges, and yes, the District hired a PIO to help with this. There are some exciting new programs that are coming out, and these programs will need to be advertised to get the word out to the community.
- v) SLO
- vi) SS&E
 - (a) We're going to start on these plans this Spring semester so we can be ready in the fall. Watch for the activity to start up in a few months.
- vii) EdCAP
 - (a) If they call you with questions, please respond. The committee is working on accreditation.
- viii) DE
 - (1) See below.
- b) Officer Reports
 - i) Treasurer, ii) Secretary, iii) Vice President,
 - ii) President
 - (1) There is movement toward making a bid on the property in Camarillo to move District offices there. There is a concern about these types of decisions being made with interim personnel.
 - (2) We have an interim Chancellor, interim VC of Business, interim VC of Education Services. There is a lot of movement going on with interim positions, which is an area of concern.
 - (3) The next board meeting will discuss the possibility of an eighth dean. This is largely a reaction to Deans Ewins, Nicklas, and Hoffman leaving. The rationale for hiring is that these deans shouldered heavy loads, and splitting their duties among four positions for new hires will make more sense. The union is taking a position against this because of the balance of admin to faculty, but it will likely be approved.

IV) Unfinished Business

- a) Institutional Effectiveness Goals
 - i) We have standards, which are the basement for performance, and we have goals, which are related to where we think we could realistically achieve. It's not a bad idea to go in with a plan. For example, would we want standards that we need to meet, or goals we would like to meet?
 - ii) There is a suggestion to determine goals in places where no goals are in place. The short-term goal (1-year) is at times tied into the cohort of students at the end of the six-years after the time they enrolled as freshman.
 - iii) We need to submit our goals by March.
 - iv) We were cautioned not to compete with other schools. A lot of this has to do with student populations we receive coming in.
 - (1) Comment: where do we match up with state numbers? Answer: In most instances, we're top 10%. We are particularly high with CTE numbers.
 - v) We have context of trends to help us determine goals. In many instances these goals do not have large fluctuations.
 - (1) Comment: if we don't see a big bump with student success money, perhaps we need to change how we're doing things. On the other hand, it may be an indicator that we've been doing things right all along.
 - (2) Comment: there are lots of larger factors at play – common core, SS&E funds, the economy, etc.
 - (3) Comment: the state seems to work with a carrot and a stick. There is concern about these goals being tied to something that could be held against us later. What is the real outcome of setting these goals? Response: the idea is to have institutions self-assess areas of weakness, and then offer help from the state level at a certain point prior accreditation, to avoid penalties that could arise during that process.
- b) Faculty Handbook
 - i) Last-minute updates on smoking, emergency preparedness, and BIT referral form. These changes will be presented in an updated document and sent to ASC for review.
 - ii) There were some last-minute changes to professional development that need review. We will take a vote for approval next meeting.
- c) CTE Initiative/ CTE Liaison
- d) Accreditation –
 - i) District Making Decisions Document
 - ii) District Integrated Planning Manual
 - iii) District Functional Map
 - (1) Please take a look at these documents for next meeting!
 - iv) District Master Plan

V) New Business

- a) Distance Education Substantive Change – 3:30pm
 - i) Was discussed and approved. It will be submitted to ACCJC.
- b) Distance Education Best Practices, Joanna Miller as guest (Co-Chair, DE Committee)

- i) As Academic Senate representatives, this document is really worth spreading to your departments.
- ii) We want to thank the DE committee for generating this resource. This is a tremendous resource to ensure that we are creating excellent learning environments for regular and effective contact.
- iii) Comment: The current DE addendum on Curricunet returned a lot of errors when doing a revision of a course. The older one was used instead. It might be worth looking into this.
- c) Classified Senate donations letter
 - i) We will take a look at this request for donations, and the treasurer will prepare a recommendation for next meeting.
- d) Minimum Quals, Child Development
 - i) UC Northridge offers a degree in “Early Childhood Education” that doesn’t match the degree name in the minimum qualification list. It is proposed to accept the UC Northridge degree as equivalent to a Child Development degree. It seems reasonable to expand the types of degrees that Child Development can accept for Minimum Quals.
 - ii) **Motion to approve the changes as presented carries unanimously.**

VI) Announcements

- a) January 25^h noon – deadline for Distinguished Faculty Chair Award nominations
- b) March 1st – Self-assigned Flex Day