

Moorpark College Academic Senate Meeting Minutes

Tuesday, October 2nd, 2018, 2:30 – 4:00pm in Admin 138

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 technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

STANDING MEMBERS / ACADEMIC SENATE REPRESENTATIVES, 2018-19						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Rex Edwards Roger Putnam
ASC Pres	Nenagh Brown	X	Health Sciences	Michelle Dieterich / Dalila Sankaran	DS	
ASC V.P.	Nathan Bowen	X	Kinesiology/HED	Remy McCarthy / Adam Black	RM	
ASC Secretary	Erik Reese	X	Library	Mary LaBarge	X	
ASC Treasurer	Renée Butler	X	Life Sciences	Jazmir Hernandez / Yana Bernatavichute	JH	
ACCESS	Jolie Herzig / Silva Arzunyan	JH	Mathematics	Chris Copeland / Vahe Khachadoorian	CC	
Athletics	Vance Manakas / Mike Stuart	VM	Music/Dance	Brandon Elliott / James Song		
Behavioral Sciences	Dani Vieira / Kari Meyers	DV	Astronomy / Physics / Engineering / Computer Science	Ronald Wallingford / Scarlet Relle	RW	
Business Administration	Reet Sumal / Ruth Bennington	RS / RB	Social Sciences	Hugo Hernandez / Susan Kinkella / Rex Edwards	HH	
Chemistry/Earth Sciences	Tiffany Pawluk / Deanna Franke	TP	Student Health Center	Sharon Manakas / Silva Arzunyan	SM	
Child Development	Cindy Sheaks-McGowan	X	Visual & Applied Arts/Media Arts	Cynthia Minet	X	
Comm Studies/Theater Arts/FTVM	John Loprieno / Rolland Petrello	LP / RP	World Languages	Helga Winkler / Alejandra Valenzuela	HW	
Counseling	Chuck Brinkman / Traci Allen	CB	Curriculum Chair (non-voting)	Jerry Mansfield	X	
English/ ESL	Sydney Sims / Jerry Mansfield	SS	CTE Liaison (non-voting)	Josepha Baca	X	
EATM	Gary Wilson / Cindy Wilson	GW	GP Liaison (non-voting)			
EOPS	Marnie Melendez / Angie Rodriguez	MM	Student Liaison (non-voting)	Ashley Avakian	AA	
Part-Time Rep	Jennifer Lawler / Felix Masci	JL / FM				

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Moorpark College Academic Senate Council 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.

I) Public Comments

- i) Vance Manakas—Friday night MC athletics presents Beauty and the Beast
 - (1) On Friday October 5th Women’s volleyball will take on Cuesta College at 4pm
 - (2) Immediately following, the men’s wrestling team will grapple with Bakersfield College (approximately 6pm start)
- ii) Sharon Manakas—great health fair today
 - (1) Thank you for giving extra credit to encourage students to attend
 - (2) And thank you for participating
- iii) Tiffany Pawluk
 - (1) First copy machines were removed from some departments on very short notice
 - (2) And now new ones have appeared at some locations but not all
 - (3) For instance, Chemistry seems to have lost their copy machine
- iv) Rex Edwards
 - (1) Economics has a new course: ECON M170 Economic History of the US

II) Approval of Minutes

- a) September 18th, 2018
 - i) Motion to approve the minutes made by Felix Masci and seconded by Sharon Manakas
 - ii) Voted to approve the minutes with Vance Manakas abstaining

III) Unfinished Business

- a) AS Council and standing committee membership updates
 - i) Motion to ratify updated membership by Hugo Hernandez and seconded by Mary LaBarge
 - ii) Voted to ratify membership with no abstentions
- b) Academic Senate Council Membership
 - i) Nathan Bowen
 - (1) We have some decisions to make
 - (2) Last year recommendations were brought to senate by the workgroup and ended up voting to freeze membership at previous positions with the addition of a Part-Time voting rep and two non-voting ex-officio reps (CTE and Guided Pathways)
 - (3) Met again this year with largely different workgroup participants and have new recommendations to consider
 - (4) Proposal provided three main options:
 - (a) Representation by division, the number per division to be decided by council (option 1)
 - (b) Maintain department representation “as administratively defined” (option 2)
 - (i) Lost department seats in Athletics, Music/Dance, Library
 - (ii) College organizational chart does not reflect contractual reality
 - 1. For example, the Library is listed separately on the chart but under the World Languages chair contractually
 - (c) All faculty programs each get a representative (a program is a unit that submits a program plan, such as a discipline) (option 3)
 - (5) For all three options above, the Part-Time (voting), Career Technical Education (CTE) liaison (non-voting), and Guided Pathways (GP) liaison (non-voting) senate positions would stay as already approved last year
 - (6) Additional Considerations
 - (a) Original idea was to remain inclusive and added division representatives but voted down in senate
 - (b) Athletics & kinesiology
 - (i) Each of these serve complementary but separate roles and different populations of students
 - (ii) Coaches and athletes all handled on the athletics end, for example
 - (c) Library
 - (i) Serves a unique role at the college
 - (ii) The Academic Senate for California Community Colleges (ASCCC) recommends a Library representative on local senates
 - (iii) ACJCC accreditation has separate section for Library responsibilities
 - ii) Cynthia Minet
 - (1) Idea 3 is too unwieldy for regular meetings
 - (2) However, since faculty prioritization is the most important, for prioritization, we could have faculty from each discipline participate in faculty prioritization with dean representatives participating normally
 - iii) Ruth Bennington
 - (1) Last time with the possible addition of division reps there was concern by the administration over the faculty-administration vote in joint council for faculty prioritization
 - (2) Nenagh Brown—If increasing numbers of senate members, then would have to rethink that aspect of faculty prioritization
 - iv) Mary LaBarge
 - (1) Should we decide on our body while considering faculty prioritization, just one aspect of senate?
 - (2) Faculty prioritization is not a democratic process; it is ultimately a recommendation and the president decides
 - (3) Do we want to construct our membership just to reflect this process?
 - v) Rolland Petrello
 - (1) Senate representation goes well beyond faculty prioritization
 - (2) Current construction has 14% of disciplines without department reps
 - (3) If as “administratively defined” then every discipline will have a rep that is intimately familiar with their respective disciplines
 - vi) Tiffany Pawluk
 - (1) Could we simply define what we think of as departments?
 - (2) This way every department gets a representative
 - (3) Might be very similar to current setup but can define Library as a department, for instance
 - (4) Nathan Bowen
 - (a) Once we decide to change departments then who is the body that makes the decisions?
 - (i) Is it the senators in this room? Is it the entire senate membership?
 - (b) If entire general membership then how do we ensure construction of departments to be a fair process?
 - (c) Should be ratified by the general membership in the end

- vii) Vance Manakas
 - (1) Looked at inclusiveness but now decide to drop a few senate positions
 - (2) Kinesiology and athletics do not represent each other
 - viii) Nenagh Brown
 - (1) Defining department chair
 - (a) For release time for department chairs then faculty are put into “buckets”
 - (b) Library is in the World Languages department for this purpose
 - (c) Coordinators do not get paid by release time based on number of faculty in the program but do have faculty under them
 - (d) EOPS & ACCESS faculty are not counted in the counseling department count for department chair release time
 - (e) Athletics coordinator is not the same because the athletics faculty are counted in the load for the kinesiology chair
 - ix) Remy McCarthy
 - (1) Do not evaluate coaches because not part of my load
 - (2) Not on the coach hiring committees or evaluations
 - x) Reet Sumal
 - (1) Models described all share an inherent problem
 - (2) Chairs have different release times based on different size departments
 - (3) Could have a more sophisticated system where votes are normalized to the size of departments
 - (a) For example, every discipline has a vote and then weighted appropriately in a weighted average
 - xi) Rolland Petrello
 - (1) Weighting of the votes and all of that is a different issue
 - (2) Must be familiar with the department to represent all the disciplines within that department
 - (3) Must be in department meetings and program plan meetings to represent all disciplines in the department effectively
 - (4) Representation ought to be based on knowing the departments
 - xii) Mary LaBarge
 - (1) What is our goal here?
 - (2) Is the goal to get people in a room to discuss ideas and make decisions?
 - (3) First workgroup last year after researching other schools
 - (a) Goal was inclusiveness
 - (b) Concerned that we get to hear from everybody and that everybody gets the chance to express their view
 - (c) Would like everybody with a point of view to have a voice
 - xiii) Gary Wilson
 - (1) Administration is defining departments to suit their needs
 - (2) Start with option 2 and then make sure that other groups are represented outside of that structure
 - xiv) Straw poll:
 - (1) division (option 1 from workgroup) 1
 - (2) departments as administratively defined (option 2) 3
 - (3) departments as administratively defined (option 2) with amendments 17
 - (4) programs/disciplines (option 3) 2
 - xv) Rolland Petrello
 - (1) Could make the case for 3 at large seats as another option
 - xvi) Nenagh Brown
 - (1) Have a month to discuss this with your departments while faculty prioritization occurs
 - (2) Senate membership will be the main item of business after prioritization starting with the Oct 30th meeting
 - (3) Three ways to change by-laws
 - (a) Two-thirds vote in council
 - (b) General membership majority vote
 - (c) General assembly meeting majority vote, which is highly unlikely
 - xvii) Hugo Hernandez
 - (1) Is the new proposed membership to start in Spring 2019 or Fall 2019?
 - (2) Nenagh Brown—could happen either way; Council’s choice
 - xviii) Ruth Bennington—How many additional seats would option 2 with amendments add?
 - (1) Nathan Bowen—undecided as yet
- c) Academic Senate Release Time—ratification for 2019-2021 academic years
- i) AS president in consultation with the officers recommends the following allocation of release time:
 - (1) 1.0 President
 - (2) 0.3 Vice President
 - (3) 0.2 Secretary
 - (4) 0.1 Treasurer
 - (5) 0.4 Curriculum Co-Chair
 - ii) Had a 2/3 vote but constitution requires 2 weeks notice to general membership before a vote to change the by-laws
 - iii) Vote will possibly go out for electronic vote of the general membership along with the senate membership vote
 - iv) Can we find a new room that will house more interested parties?

- v) Will look into a new arrangement
 - vi) Next meeting will be in EATM-101 for faculty prioritization
 - vii) Motion to approve recommendation of allocation of release time by Chuck Brinkman and seconded by Ron Wallingford
 - viii) Vote to approve release time recommendation with Tiffany Pawluk, Renée Butler, Hugo Hernandez, and Nenagh Brown abstaining
 - (1) Nenagh Brown: Request that the release time allocation is sent as part of the call for officer nominations
 - (2) Dani Vieira: Sure
- d) Elections Committee report
- i) Dani Vieira, Tiffany Pawluk, & Reet Sumal are serving on this committee
 - ii) Dani Vieira has been selected as the elections committee chair
 - iii) Dani Vieira
 - (1) Had a brisk discussion about upcoming elections
 - (2) Proposed timeline
 - (a) Call for nominations this week and due by Oct 19th 11:59pm
 - (b) If not self-nominated, will be notified of nomination and must accept by Oct 22nd
 - (c) Statements from candidates due by 11:59pm Oct 26th
 - (d) Candidate statements will be sent out on Oct 29th to faculty via Linda Resendiz
 - (e) Electronic election will be held Nov 5-9
 - (f) In the event that no one receives a majority of the votes for a particular officer position, a run-off election will be conducted Nov 12-16
 - (g) Report results to the Academic Senate at the Nov 20th meeting
 - (h) Results will be sent out to faculty the following week
 - iv) Will have a report back from the committee every meeting until completion
- e) New Faculty Orientation (NFO)
- i) Postponed for a future meeting
- f) District Grade Policy Concerning Plus and Minus
- i) Postponed for a future meeting

IV) New Business

- a) Projected Academic Senate budget 2018-19
- i) Annual donation letter was emailed to all faculty and a hard copy will be in everyone's mailbox next week
 - ii) Been building up extra funds but this is the year of the brick and will cost extra
 - iii) We made \$414 on the brunch last May. What to do with these extra funds?
 - (1) Pay for retirees for breakfast?
 - (2) Pay for bricks?
 - (3) Another scholarship?
 - (4) Or any other suggestions?
 - iv) Motion to approve the projected AS 2018-19 budget made by Chuck Brinkman and seconded by Vance Manakas
 - v) Nathan Bowen—great gesture to pay for the retirees at the year-end breakfast
 - vi) Nenagh Brown—great to pay for the recipients of the annual awards as well for the breakfast
 - vii) Voted to approve the projected AS budget 2018-19 with Renée Butler abstaining
- b) Full-time faculty prioritization assumptions
- i) Read to the membership
 - (1) As you recall from his visit last senate meeting, President Sanchez largely agreed with these criteria but did not want to be bound by the 10-1 ratio of instructional to non-instructional faculty
 - ii) Sydney Sims
 - (1) Do the other members of dean's council follow these as well?
 - (2) Nenagh Brown—yes
 - iii) Remy McCarthy
 - (1) On the idea of automatically replacing retiring faculty
 - (2) Want to give opportunities to young, energetic new recruits but the department cannot afford to lose a position
 - (3) Nenagh Brown
 - (a) If a dire need, then the college president can by-pass the process and hire directly
 - (b) Ventura College has automatic filling of retirements but this is being looked at
 - iv) Motion to accept the full-time faculty prioritization assumptions by Nathan Bowen and seconded by Gary Wilson
 - v) Vote to adopt the full-time faculty prioritization assumptions with Cynthia Minet and Hugo Hernandez abstaining
- c) Full-time faculty prioritization data—Presented by Dean Oleg Bernal
- i) Nenagh Brown—Oleg Bernal will talk about the data so that we can make informed decisions for prioritization
 - ii) Oleg Bernal
 - (1) Institutional Effectiveness (IE) office is providing useful data for your deliberations
 - (2) Data will be made available to aid in the prioritization: some data are already available and rest to be made available shortly
 - (3) Criterion #3: Full-time to part-time ratio

- (a) Clarification: “%FT” on the program data excel spreadsheet is the full-time to part-time ratio
- (4) Criterion #4: Position is FTES (Full-time Equivalent Student) generating
 - (a) Asking FTES generation and productivity: FTES and 525
 - (b) 525 productivity corresponds to an average class size of about 35 students
- (5) Criterion #5: projected increase in program demand, based on growth, community need, etc.
 - (a) Corresponding data are census enrollment, FTES, WSCHS, same data as for #4 but looking for trends
- (6) Criterion #9: Other considerations related to our mission, needs, or strategic directions
 - (a) Corresponding data are number of awards (degrees and certificates) & course success rates (including trends)
 - (b) Note that success rate is labeled “% SUC” on the 3 year program plan data
- (7) Number of majors data to be provided later
- (8) Note that Jolie Herzig mentions that declared majors are likely inaccurate as students often pick one major and transfer as another or otherwise change their minds during their academic journey
- (9) Sydney Sims—Please provide a guide on what data are useful for each criteria
- iii) Nenagh Brown
 - (1) Have a draft ballot sheet that will be checked via department chairs once more
 - (2) Same 4 documents will be sent along with request for guide:
 - (a) Program plan data
 - (b) Awards data
 - (c) Number of majors
 - (d) Final version of the extracts from the program plans justifying the position
 - (e) Guide on data that relates the data to the prioritization criteria
- iv) Hugo Hernandez—Do we know what is going on with Fall 2018 data?
 - (1) Yes, but was not included since mid-semester and not complete
- v) Nenagh Brown—Oleg Bepalov made a number of suggestions that might improve the data used for this process but it was decided not to change the process this year
- vi) Cynthia Minet—Do we know the order and can we accommodate faculty with classes?
 - (1) Order will be announced and there is precedence for accommodating faculty schedules, usually at the start of the process
- vii) Reet Sumal—Is there a rough idea of the number of hires?
 - (1) Nenagh Brown—President Sanchez said about 4 or 5 when he visited senate last meeting
- d) Co-Chair elections
 - i) To be addressed at a future meeting
- e) Academic Senate Scholarships
 - i) To be addressed at a future meeting
- f) Compressed calendar update
 - i) Postponed to a future meeting

V) Reports

- a) Officer Reports
 - i) Treasurer
 - (1) As of Oct 2, 2018 we have \$7399.72 in the senate budget
 - (2) Expenses this year so far were the physical chair and the pictures for the faculty chair award totaling \$538.35
 - ii) Secretary
 - iii) Vice President
 - iv) President
 - (1) Academic Senate for California Community Colleges (ASCCC) has its Fall 2018 Plenary in early November
 - (2) Please contact Nenagh Brown if interested in attending
- b) Standing Committee Reports
- c) CTE report

VI) Announcements

- a) October 10-12: CCCAOE Conference, Rancho Mirage (CA Community College Association for Occupational Education)
- b) October 13: ASCCC Area C meeting, Compton (Academic Senate for California Community Colleges)
- c) November 1-3: ASCCC Plenary, Irvine