# MOORPARK COLLEGE ACADEMIC SENATE

**GOALS AND PROGRESS MADE, 2015-16**

In setting its goals for 2015-16 the Academic Senate will follow its mandate of ensuring that faculty are involved fully in “its primary function to make recommendations with respect to academic and professional matters”.  All ten of its charges will be followed, with special attention to the following actions.

**Goal 1: To maintain excellence in matters concerning curriculum, degree and certificate requirements, grading policies, educational program development, and standards and policies regarding student preparation and success.**

**Action step 1:** Lead the faculty in all academic and professional matters in regards to the Student Success Act as the college as a whole and the district work to fulfill its mandates.

* Both 3SP Plan and Equity Plan (with budgets) discussed and approved by Senate before being forwarded to Board of Trustees and state.
* Approved 2015-16 Basic Skills Plan
* Discussed and made recommendations for several of the new programs in response to Act, such as new Vets Center, Foster Youth Center, Math and English Summer Bridges, and First Year Experience

**Action step 2:** Actively examine the district’s Board Policies and Administrative Procedures as they come up for review, including all within the categories of academic affairs and student services (4000s and 5000s), and any others that concern academic and professional matters such as the *District Decision Making* document.

* Made recommendations on over 12 key BPs and APs covering campus safety, attendance policies, etc.
* Reviewed and made comments on draft *District Decision Making Handbook*
* Reviewed draft *District Strategic Plan*

**Action step 3:** Initiate and work with all parties involved in setting up academic guidelines for teaching Distance Education (DE) courses.

* Reviewed and approved *Best Practices for Online Instruction at Moorpark College*
* Reviewed updated *Distance Education Addendum* for approval of DE courses by Curriculum Cttee
* Discussed and recommended approval of adoption of Canvas by district
* Offered an extensive variety of DE trainings during all FLEX days over the year, in cooperation with the Professional Development Cttee

**Action step 4:**  Initiate and monitor developments in the formation and implementation of Student Learning Outcomes (SLOs) and General Education Outcomes and Institutional Learning/Level Outcomes.

* Dani – give me stuff for here please!

**Action step 5:**  Support effort to update curriculum, Course Outlines of Record (CORs), and degrees to facilitate student success and transfer through the work of the Curriculum Committee.

* Curriculum Cttee created 17 new courses and 7 new programs in 2015-16, with a total of 180 CORs revised and 5 deleted
* Moorpark now has ADTs in 27 disciplines and is first in the state for its size in the number of ADTs awarded to students
* Monitored new Min Quals and made recommendations for updates

**Goal 2: To strengthen college governance structures, as related to faculty roles.**

**Action step 1**: Examine the Senate’s constitution and by-laws and if necessary establish plan and time-line for updating them.

* New Constitution and By-Laws adopted by general membership in May, 2015
* Constitution now states that it should be re-examined by Council at least every six years, by-laws every two years
* Academic Senate General Meeting held on Convocation Day, 2015, according to the new constitution

**Action step 2**: Monitor the recently altered categories by which faculty are represented on the college participatory governance committees (Facilities and Technology CAP, Education CAP, Fiscal, Professional Development, Student Success and Equity, Student Learning Outcomes, and Curriculum, Distance Education).

**Action step 3**: Revise and approve *Making Decisions at Moorpark College* and the *Moorpark College Strategic Plan.*

* Reviewed and approved the college’s revised mission and values statement
* Participated in the review and update of Year 3 of the *Moorpark College Strategic Plan* at Fall Fling, 2015
* (*Making Decisions* document to be revised 2016-17 for 2017 update )

**Goal 3: To ensure strong and constructive faculty roles and involvement in the college’s accreditation process.**

**Action step 1**: Review and approve Moorpark’s Accreditation Report.

* Council reviewed new guidelines from ACCCJC and Chancellor’s Office concerning accreditation as they were produced
* Council reviewed all components of the self-study between January 2015 and April 2016, including various drafts of all four standards and the QFE, before approving the final version of the report

**Action step 2**: Through EdCAP, guide the faculty in preparing for the college’s self-study for accreditation due to the Accreditation Commission for Community and Junior Colleges (ACCJC) in 2016, including participating in a gap analysis.

* Monitored gap analysis summary produced in 2014-15
* Update on college’s progress towards accreditation provided during Fall FLEX weeks, 2015 and 2016

**Goal 4: To pursue opportunities for faculty professional development activities.**

**Action step 1**:  Monitor and improve the sabbatical leave process at the college by participating where relevant with the

Office of the Executive Vice President (EVP) in establishing procedures for all elements of the sabbatical leave process.

* Survey administered to Sabbatical Leave Committee at end of Fall semester; no substantive suggestions for change in its work made

**Action step 2**: Provide opportunities for faculty to attend the Great Teachers Seminar by implementing the Senate’s *Great Teachers Seminar Procedures*

document and providing financial assistance.

* *Great Teachers Seminar Procedures* re-affirmed by Council with alteration to lower cost for Senate, allowing an extra faculty member to attend in August, 2016 for a total of four

**Action step 3**:  Support the work of the Professional Development Committee as it provides professional development at all levels in support of student success

and equity.

* Led and approved the revision of the Faculty Handbook
* Promoted the use of division meetings in order to provide extra equity training, then supported the dedication of the March FLEX day to include equity in all program plans

**Goal 5: To successfully implement and institutionalize the college’s processes for program review.**

**Action step 1**:  Facilitate review of the program planning process through EdCAP.

* Considered EdCAP’s recommendation for improvements to program planning process; supported the update of TracDat (resulting in a revamping of the Program Plan Template) and the introduction of Tableua (to make it easier for faculty to access data, including student success and equity data)
* Discussed and voted to include program plan action point in QFE

**Goal 6: To continue the development and review of both college and district processes for institutional planning and budget development.**

**Action step 1**: Participate in and monitor the development of the new district governance structures concerning academic and professional matters

* Reviewed and made recommendations on draft *District Decision Making Handbook*
* Discussed *District Strategic Plan*
* Revised *Integrated Planning Manuel* defining roles of college vs. district
* Defined position and responsibility of new structure at District which now includes a Vice Chancellor of Educational Services
* Discussed and helped set Institutional Effectiveness Goals for Moorpark College

**Action step 2**: Establish formal processes for the Academic Senate to establish, monitor and implement its budget.

**Action step 3**: Inform the Senate general membership of the actions of Senate and Standing Committees through reports, agendas, and minutes.

* Added new links on AS website to include our constitution and by-laws, all standing committees, both old and new, and links to College Planning
* Produced a recommended template for all standing committees to use for their agendas and minutes
* Generated a standing committee worksheet that reflects the membership by both division and by standing committee, allowing divisions and committees to fill slots from each respective standpoint.

**Action step 4:** Provide assessment of Senate and Standing Committees

* Members of the eight standing committees completed end-of-year assessments of the work of their committees to offer feedback for their work in 2016-17

**Action step 5**: Comply with By-laws requirement for established meetings of Standing Committee faculty co-chairs and Senate Executive Committee

* Held the 2nd Tuesday of every month to exchange information and to help create Council agenda

**Action step 6**: Support & promote emergency preparedness procedures on campus

* Faculty now on college’s Emergency Response Team
* Regular active shooter on campus trainings provided to all faculty and staff through Professional Development Cttee

**Goal 7: To preserve and promote morale across the campus**

**Action step 1**: Work with the Classified Senate and the administration to support and coordinate the recognition of exceptional service at Moorpark College.

* Continued Senate’s Annual Awards promoting excellence in part-time and full-time faculty, classified staff, and administrators
* Supported Classified Senate in its new awards recognizing excellence at the college level, as well as its new district wide awards
* Continued managing the Distinguished Faculty Chair Award
* Set up workgroup to investigate how to continue funding the Senate’s “bricks” for longevity of faculty service

**Action step 2**: Work with Classified Senate and the Administration to provide a collegial and professional environment which facilitates student success

* Continued the Senate’s traditional end-of-year celebration for our campus community in May, this time a breakfast, and through donations was able to again invite all classified staff as guests of the faculty and administration

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