# MOORPARK COLLEGE ACADEMIC SENATE

**GOALS AND ACCOMPLISHMENTS 2016-17**

In setting its goals for 2016-17 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 throughout the year, with special attention to the following goals and 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:** 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.

* Considered and made recommendations on over 20 BP/APs throughout the year
* Co-led and approved a major reworking of BP/AP 7211: Minimum Qualifications and Equivalency (Feb 7)
* Approved an update to AP 5055 that gave First Year Experience students second priority status for enrollment (Nov 15)
* Successfully worked against the proposed rewrite of BP 2431 and 7120-A and B that would reduce the participatory role in hiring chancellors and vice-chancellors as well as presidents (Jan 17)

 **Action step 2:** Lead the faculty in all academic and professional matters in regards to the grants the college is currently receiving, including 3SP, Equity, Basic Skills, CTE Workforce, and Project ALAS.

* Approved Strong Workforce Plan, including the hiring of three FT, tenure-track faculty from the grant (Dec 6)
* Approved MakerSpace Grant application (Mar 21)
* Annual plans for 3SP, Equity and Basic Skills delayed by state to Fall, 2017, when they would be integrated

**Action step 3:** Initiate and support the adoption of a common assessment in English and Math in coordination with the district.

* Common Assessment Initiative postponed by state

**Action step 3:** Continue to work with all parties involved in following academic guidelines for teaching Distance Education (DE) courses.

* Worked with DE Committee to promote the ‘Countdown to Canvas’ (Oct 4)
* Supported the guidelines for Canvas certification as recommended by the DE Committee (Nov 1)
* Supported the recommendation of the DE Committee that Moorpark College should join the Online Education Initiative Consortium (May 2)

**Action step 4:**  Monitor and promote increased understanding across campus of developments in the formation and implementation of Course Learning Outcomes (CLOs), General Education Outcomes (GEOs), and Institutional Learning/Level Outcomes (ILOs).

* Promoted the GELO review cycle (Fall and Spring 2017)

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

* AS President co-chair of District Technical Review Workgroup for Instruction (2016-18)

**Action step 6:** Monitor and make recommendations for college and district hirings of full-time, non-tenure track faculty

* Passed resolution in favor of hiring all full-time faculty as tenure track, if supported by permanent funding, with special concern that the evaluation process should be comparable (Nov 15)

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

**Action step 1**: Monitor the implementation of the Senate’s new constitution and by-laws, with particular focus on the process of managing the elections for

officers and faculty co-chairs for the upcoming 2017-19 term of office.

* Successfully held midterm elections in Council for all officer positions as needed with vacant president position (Aug 30)
* Successfully held elections for officers across Senate membership using online voting for the first time, with all positions filled for the 2017-19 two year terms (Fall semester)
* Successfully held elections in Council for faculty co-chairs, with all positions filled for the 2017-19 two year terms (Dec 6)
* Updated by-laws to change quorum required for General Meetings (Apr 18)

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

* Regularly updated faculty membership of standing committees (Aug 30, Jan 17, May 2, etc.)
* Provided updated version of all standing committee membership on AS website for college community
* Regularly invited management to Council to discuss concerns and suggestions for reorganization of administration, divisions, and departments (Oct 4, Nov 1, Apr 18, May 2)

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

* Participated fully in Fall Fling and Spring Strategic Planning sessions that were focused on composing the new Strategic Plan
* Recommended approval of revised Strategic Plan (Feb 21)
* Approved an updated draft of the *Decision Making Handbook*, to provide clarity for standing committees in their work for the following year, whilst waiting for final version (May 2, 17)

**Action step 4**: Ensure full faculty representation on matters of campus facilities to ensure both new and existing buildings best utilized for student success.

* Placed faculty representatives on Wayfinding Committee; participated in decision of contractor for project (Spring semester)

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

**Action step 1**: Participate fully in the Accreditation visit and all subsequent work with ACCJC and the Chancellor’s Office.

* Recorded and celebrated ACCJC’s renewal of Moorpark’s accreditation and subsequent change of the college’s one compliance recommendation to a recommendation to increase effectiveness (Feb 7)

**Action step 2**: Help develop fully and implement the college’s QFE.

* Supported application for IEPI Partnership Resource Team for Moorpark College in response to QFE

**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.

* Successfully supported and prioritized sabbatical proposals; garnered six leaves for Moorpark College faculty for 2017-18 (Fall semester; Jan Board of Trustees meeting)

**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.

* Sent four faculty to the Seminar – three in tenure review and one full time (Summer 2017)

**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.

* Supported recommendation from Professional Development Committee to continue the trial position of professional development coordinator and to increase its release time (May 2)

**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.

* Improvements incorporated into Tracdat to help F/T CAP prioritize resource requests more efficiently

**Action step 2**: Help develop and monitor planned expansion of programs and program plan process as stated in the college’s QFE.

* Supported development of Tableau and professional development for faculty in its use (Data Paloosa, August 17)

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

**At district level:**

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

* Considered both *VCCCD Strategic Plan* and *VCCCD Decision Making Handbook* (Apr 4)
* Encouraged creation of and implemented a public forum as part of the chancellor hiring process (Spring semester)

**Action step 2**: Become fully informed on the re-introduced methods to increase FTES, such as dual enrollment, concurrent enrollment, and non-credit classes, so

able to monitor and make recommendations in these areas.

* Updates from state included in AS President’s reports as appropriate
* Information session given by administration on non-credit (Spring semester)

**Action step 3**: Monitor and make recommendations in the college and district debates on FTES, productivity targets, and enrollment management.

* Invited Vice Chancellor of Business to address and hear comments on FY18 budget review, including financial implications of DAC move (Mar 7)
* Active member of new district FTES Workgroup created in Fall

**At college level:**

**Action step 4:** Participate in and monitor the development of the new college governance structures concerning academic and professional matters.

* Recommended updated Institutional Effectiveness Goals for 2017-18 (Apr 4)

**Action step 5**: Establish formal processes for the Academic Senate to establish, monitor and implement its budget.

* AS membership donations raised to cover increased expenses (Oct 4)
* Budget for year and update presented to and approved by Council (Sep 6)
* Monthly reports to AS Council

**Action step 6**: Inform the Senate general membership of the actions of Senate and its Standing Committees, both by the Senate officers and the Senate representatives.

* AS Council agendas now annotated for further information for all faculty
* Encouraged written reports from AS Council representatives with examples provided (Feb 7)
* Summaries provided of ASCCC resolutions voted on at Plenaries (Nov 15, Mar 21)

**Action step 7:** Provide assessment of Senate Council and its standing committees.

* Summary of 2015-16 assessments presented to and discussed by Council (Sep 6)
* Decided it will be done biannually to be more effective (next due to be administered Spring semester 2018)

**Action step 8**: Continue to comply with By-laws requirement for established meetings of Standing Committee faculty co-chairs and Senate officers.

* Meetings held twice a semester

**Action step 9:** Monitor and evaluate process for full-time faculty prioritization.

* Successfully participated with Deans Council in prioritization of FT faculty positions; the top 5 recommendations were put forwards for hiring (Oct 20)
* Updated AS Council procedures to allow alternate voting in defined circumstances (Jan 17)
* Considered various updates of AP 7120-E in effort to improve process for hiring part-time faculty (Nov 1,Mar 21)

**Action step 10**: Support & promote emergency preparedness procedures on campus.

* Supported Emergency Operation Plan trainings (Fall and Spring semesters)

**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.

* AS Annual Awards successfully voted on and given during Year-End Breakfast (Spring semester)
* Kudos awards re-established by Professional Development Committee (Fall semester)
* Criteria and procedures for “brick” awards for long service clarified, recorded, and voted on by AS Council (Spring semester)
* Seven “bricks” given out for Moorpark and district service of over 50 semesters (Summer 2017)
* New college system for employee awards considered with Classified Senate and administration in light of sponsorship by Woodranch (Spring semester)

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

* Funded and carried out competitive process to award three student scholarships (Spring semester)
* Called for nominations and awarded the Distinguished Faculty Chair recipient for 2017-18 (Spring semester)

**Action step 3:**  Support the campus celebration of the college’s 50th anniversary.

* AS representatives on 50th anniversary Golden Gala work groups (Fall, Spring, and Summer semesters/terms)