

# Moorpark College Academic Senate Council Minutes (DRAFT)

Tuesday, October 21, 2014, 2:30-4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	
ASC Pres	Mary Rees	X	EATM	Gary Wilson		Rex Edwards
ASC V.P.	Nenagh Brown	X	Health Education/Kinesiology	Remy McCarthy	X	
ASC Secretary	Nathan Bowen	X	Health Sciences	Jamee Maxey / Dalila Sankaran	DS	
ASC Treasurer	Mary Mills	X	Library	Mary LaBarge	X	
ACCESS	Melanie Masters		Life Sciences	Jazmir Hernandez	X	
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Dan Vieira	X	Music/Dance	James Song	X	
Business	Reet Sumal		Physics/Astronomy/Engineering	Scarlet Relle / Erik Reese	SR/ER	
Chemistry/Earth Sciences	Deanna Franke	X	Social Sciences	Hugo Hernandez	X	
Child Development	Kristi Almeida	X	Student Health Center	Sharon Manakas	X	
Comm Studies/Theater Arts/FTVM	John Loprieno	X	Visual & Applied Arts/Media Arts	Christine Marx	X	
Counseling	Traci Allen	X	World Languages	Raquel Olivera	X	
English/ ESL	Sydney Sims	X	Curriculum Chair (non-voting)	Jerry Mansfield	X	
			<i>Student Liaison</i>			

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

## 2:30 pm—Call to Order

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

**II) Study Session – Basic Skills** (Tracy Tennenhouse) – Tabled

## III) Approval of Minutes

- October 7, 2014 – **approved**
- October 14, 2014 – **approved (abstentions Melanie Masters, James Song, Jazmir Hernandez, Sharon Manakas)**

## IV) Reports

- Committees
  - CurCom
    - Committee voted to eliminate the course inactivation as an update option. The State doesn't recognize inactivations, and the articulation officer removes them from ASSIST as well.
    - There is a fear that the State still recognizes inactive courses as courses we offer and we would need to be assessing SLOs for those courses.
    - If you recreate a class, you will need a new course number.
      - Question: Is there a certain number of years that must pass before you can use the number again? No. Old number cannot be used again.
    - The past use of inactivation was an effective mechanism for thinning our catalog.
    - GEO schedule is forthcoming (a five-year schedule for evaluating GE outcomes).
  - Fac/Tech
    - Lists for FRAWG and TRAWG have gone out. There will be serious conversations about short-term and long-term solutions regarding facilities planning and the Facilities Master Plan.
    - Prof Dev
      - Formal recommendation from the committee to ASC:
        - We would like to have three classified employees serve as representatives on the committee. This adds more representation as voting members from classified staff.
          - Motion to approve the change of three classified reps – approved unanimously (Nenagh Brown abstains)**
        - The charge has been updated to be more campus-wide rather than faculty-centric.
        - This recommendation will be forwarded and included in an update of the Making Decision Document
      - Fiscal, Three modification proposed to the District allocation model
        - How we get our funds includes productivity. The suggestion is that all campuses move to productivity of 525. This would move funds from Ventura over to Moorpark, in successive steps over a few years. We would like the model to be more equitable. It was approved without any pushback.
        - Change to carryover from colleges without money not going back to District reserves, from 1% to 2%.

- (iii) Change of distribution of money coming from international students.
  - (c) EdCAP
    - (i) Gap analysis has been sent out.
    - (ii) Friday meeting in San Luis Obispo
      - 1. Accreditation Self Study: Rather than action plans, there will be two or three focus points for the whole campus.
  - (d) SLO
    - (i) Student Learning Outcomes (SLOs, specific to courses), Program Level Outcomes (PLOs), General Education Outcomes (GEOs, and Institutional Outcomes (IOs). There is talk of consolidation of these outcomes.
    - (ii) Comment: there is a lot of confusion about Course Objectives and SLOs.
    - (iii) SLOs need to be in the syllabus, or make sure that SLOs are actually understood by student
  - (e) ITAC
    - (i) Working on strategic plan
  - (f) SS&E
    - (i) There was a Student Success Conference recently with several faculty attending, and there are lots of new ideas. We'll look forward to a synthesis of these ideas.
- b) Officer Reports
- i) Treasurer
    - (1) Deadline for autodeduct is over, but you can still pay your dues, with check made out to "Moorpark College Academic Senate"
  - ii) Secretary – no report.
  - iii) Vice President
    - (1) Holiday Luncheon
      - (a) We are soliciting basket donations designed to raise money for scholarships and support Classified Staff.
      - (b) The basket that gets the highest
  - iv) President
    - (1) Letter from EVP to ASC regarding the sudden addition of funds – a 'thank you' for the support, attendance of the last-minute meeting, and the trust extended to those carrying out the process, even as there are lingering questions. The flexibility is much appreciated.
    - (2) District office is asking for an increase in allocation from 7 to 7.13 % to pay for a Vice Chancellor of Academics. Moorpark \$110K, Ventura's \$80K, Oxnard \$40K.
      - (a) 7% comes off the top to the District.
      - (b) Conceptually we are in agreement of a position's benefits, but we don't have the funds to make this course of action viable.
        - (i) Response: what if we take it out of reserves?
          - 1. Concern: is this renewable?
      - (c) We have Program plans and prioritizations; has this suggestion for the position gone through a similar process?
      - (d) Concern: would this new position create another layer of micromanagement?
      - (e) Concern: would this new position impact accreditation?
        - (i) District was dinged on its ability to communicate about academics, since there is no position or mechanism to deal with this.
        - (ii) It's a rarity that we have two Vice Chancellor positions, but neither deal with academics.
          - 1. Suggestion: could we get clarification on what the two Vice Chancellors do?
        - (iii) Most districts have this position.
      - (f) Comment: we'd like to see a little more stability in the District at the top levels before we are willing to invest in a new position.
    - (3) District-wide Equivalency Committee
      - (a) This is a Senate function. Right now we have a member from each of the campuses (Senate, and HR – Michael Arnoldus). It is proposed that the DWEC be run by the Senate Presidents to free up calendars and facilitate hiring as HR calendar is very restricted.
      - (b) The District is extremely concerned about FTES. Because we are stalling, there will be a 4-week summer program as well as our regular summer program to play catch-up. The District is hoping we will come up with plans to increase FTES.
        - (i) Hiring is one of the ways to increase FTES. There is a bottleneck in the hiring process because it takes so much time. The driving motivation for change is to make this process more efficient.
        - (ii) HR has two suggestions:
          - 1. Remove the presence of HR
          - 2. Have the Senate Presidents coordinate these meetings
        - (iii) Now is the time to propose to your departments new courses that may gain interest from students.

## V) Unfinished Business

- a) Co-chair election procedures
  - i) In our Constitution and By-laws, we are proposing to move the co-chair elections to the fall, so that when they are elected, they can shadow, learn the positions, and be prepared for the positions the coming year
  - ii) The co-chairs of the standing committees could be on alternate years to the Executive Committee

- iii) The co-chairs would be nominated and submitted to ASC, and the Senate votes on who the co-chairs are on the standing committees. The idea is to standardize this process.
- iv) Most standing committee co-chairs were elected last year, but most elections should be happening this year (4 positions), but this would put the renewal cycle on the same timing as the executive committee.
- v) Historically, there has been nothing in the Constitution that defines these processes, so standing committees have established their own processes.
- vi) In summary here are the questions:
  - (1) What schedule for Executive?
  - (2) What schedule for Standing Committees?
  - (3) How do we get there?
- b) Distinguished Faculty Chair
  - i) There has been an ad hoc committee (Melanie Masters, Sharon Manakas, and Nenagh Brown) that revised the document, and there were some suggestions:
    - (1) Title: recommendation to keep the title “Distinguished Faculty Chair Award”
    - (2) Eligibility: keep the same
    - (3) Criteria: excellence in civic involvement. We’ve found that it is getting harder to make this happen as the nature of faculty jobs have changed. The proposed change: excellence in other areas.
    - (4) Timeline: receive nominations at the end of fall semester, with a call for nominations right after the award is presented at the beginning of the fall. The committee would meet in the spring. Emphasis on *career* of excellence at Moorpark College.
    - (5) **motion to approve these changes as outlined – approved unanimously**
  - c) Making Decisions Document
  - d) ASC scholarships
  - e) ASC luncheon
  - f) MoU with LaVerne

#### VI) New Business

- a) AP 5110 – Counseling
  - i) Request for definition of CEO be clarified
  - ii) What does “other persons” mean?
- b) AP 5120 – Transfer Centers
  - i)
- c) AP 5140 – Disabled Students
  - i)
- d) Faculty prioritization forms
  - i) We need to place the correction that was voted for inclusion to be in this document.
  - ii) Substitutions – if you are medical leave you can get a substitute. In general, one can get a replacement for Senate representation, but this is different for prioritization.
  - iii) **Motion – include language in the document that positions that are legally mandated (e.g. for accreditation) will not be in the prioritization cue, and will be automatically filled based on need. Approved unanimously.**
  - iv) There are different sources for funding: general funds and categorical funds. Student Success funds are categorical funds. These are factors for hiring non-instructional positions, which then affects the instructional-to-non-instructional ratio.
  - v) Question: do we know how many positions we will receive? No.
  - vi) Question: we can still pull our positions the day of, correct? Yes.
  - vii) The meeting will start at 2:30.

#### VI) Future Topics for AS Council

- a) Adult Education Plan
- b) Facilities Master Plan
- c) Tech Master Plan
- d) Enrollment Management Plan
- e) District Policies

#### VII) Announcements

- a) November 3<sup>rd</sup> – Final contractual deadline for Sabbatical proposals
- b) (TBD) – CALSTRS
- c) December 5<sup>th</sup> – 2<sup>nd</sup> Building Bridges Workshop with CSUCI
- d) December 11<sup>th</sup> (11:30am-1pm) – Classified Holiday Luncheon