

# Moorpark College Academic Senate Council Minutes

Tuesday, February 17<sup>th</sup>, 2015, 2:30-4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	
ASC Pres	Mary Rees	X	EATM	Cindy Wilson	X	Renee Butler Herb English 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	X	Life Sciences	Jazmir Hernandez	X	
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Dan Vieira	X	Music/Dance	James Song		
Business	Reet Sumal	X	Physics/Astronomy/Engineering	Scarlet Relle / Erik Reese	SR/ER	
Chemistry/Earth Sciences	Deanna Franke	X	Social Sciences	Hugo Hernandez		
Child Development	Kristi Almeida		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		
			<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)

- a) It's Random Act of Kindness Day.

### II) Approval of Minutes

- a) **February 3, 2015 – approved with Sharon Manakas abstaining.**

### III) Reports

#### a) Committees

##### i) CurCom

- (1) It's getting to be the time to get courses ready for Fall semester catalog. Any changes or new courses or programs, please notify Curriculum Committee as soon as possible.
- (2) Credit by exam
  - (a) 72 pathways are being established from our local high schools to the District Colleges largely for CTE programs. The transfer credit the high school students obtain is through the credit by exam process. In the process students will also get a grade as well as transfer units. Going forward, the grade someone gets for credit in units goes on the transcript.
  - (b) The articulation is credit by exam. It doesn't have to be a test, but it may be portfolio, or other options.
    - (i) Question: who grades the exam? Is it the college instructor or high school instructor? Response: at least one example: in Bio Tech, we provide the tests for exams taken in high school; the high school teacher working off a rubric grades the test. college faculty evaluates the laboratory notebook.
    - (ii) Is there pay for the college faculty? No, without pay.
    - (iii) Question: can a student retake a course by exam if they have failed it in the past? Response: (clarified by counseling) They can petition to take credit by exam within 10 weeks of the semester, but they cannot try to take credit by exam late in the semester.

##### ii) Fac/Tech

- (1) FRAWG/TRAWG prioritizations will be presented at the next Fac/Tech meeting, and will be posted online

##### iii) Prof Development

- (1) March 6<sup>th</sup> Flex Day
  - (a) Breakfast will be provided for everyone that day (not lunch).
  - (b) Campus safety will have an activity in the morning focused on the possibility of having shooters on campus. Jeff Cugno from the FBI will be leading the presentation. They can only give you suggestions, and you'll have to apply them yourself to your own area of work on campus; but they will give us more tools to be able to do this.
  - (c) The college will be closed for business March 6<sup>th</sup>, meaning that classified will be able to attend. This is a (good) change in our practice.
- (2) We're hoping to have a presentation about Equity, led by Darla Cooper, tentatively on March 20<sup>th</sup>.

- (3) If you have March calendar events for Professional Development, please let Nenagh Brown or Mary Rees know, so
- (4) We can send out a professional development email for the month. So all can hear about your event and attend.
- iv) Fiscal
  - (1) Meeting is coming up. No report.
- v) SLO
  - (1) There is a flowchart that links CLO, PLO, GEO and college mission that will be distributed soon, by department. This helps us see how various outcomes are linked. Also, if you need to edit your outcomes, this will also be a helpful tool.
- vi) SS&E, & EdCAP
  - (1) If you are willing to serve on accreditation committees, please let Mary Rees know.
- b) Officer Reports
  - i) Treasurer
    - (1) The next meeting, please be ready to volunteer for scholarship application review (Sydney, Raquel, Melanie, and Nenagh volunteered).
  - ii) Secretary
    - (1) No report
  - iii) Vice President
    - (1) DFC nominations closing March 2<sup>nd</sup>
    - (2) Part-time people are very much included in brick awards
    - (3) Great Teachers – we will be able to fund three people this year.
  - iv) President
    - (1) ITAC: A new platform has been chosen for the statewide CCC LMS: Canvas.
    - (2) A new AP/BP allows department chairs to check references, with the hope to speed up the hiring process. This is an emergency procedure.
    - (3) Diversity training in March. Michael Shanahan will be leading this. You need to have this training in order to be on hiring committees. This needs to be renewed every year.
    - (4) Tenure was approved for folks! Lydia Basmajian, Audrey Chen, Tom Ogimachi, Olga Myshina, Scarlet Relle, Ryan Kenedy, Vincent Crisostomo.
    - (5) BP/AP – they opted to go with the shorter wording for the DSPS BP, with the rationale that all wording in question was included in the AP.
    - (6) Summer enrollment – new 4 week session
      - (a) We need to make sure that special populations can have enough time to enroll
      - (b) Special populations will be able to enroll starting March 16<sup>th</sup>.
    - (7) 15 colleges have been approved for Bachelors programs.
      - (a) The programs offered included dental hygiene; bio tech
      - (b) Our district was not. We opted to apply for a degree to be offered in Instructional Management, which was not approved.
    - (8) Oxnard College is looking for a President, Vice President, and one or two Deans.
    - (9) A lot of discussion around FTES.
      - (a) Next year, rather than going for 2.75% growth, we are going for 1%. That's why there is a push for growth this year. Moorpark has done or will likely do 2.5-2.7%, which is not bad.
      - (b) Ventura College is still a little short of making its the mid-college level required for enrollment.

#### IV) Unfinished Business

- a) Election Committee
  - i) Platforms for candidates will need to be provided the election committee.
- b) Nominations for standing committee co-chairs
  - i) DE is not a standing committee; it is currently an advisory committee. It fits fairly comfortably within 10+1. If it is to be a standing committee, we would need to change our Making Decisions Document first. There have been two people (Joanna Miller and Lee Ballestero) who have volunteered or been nominated to serve as co-chairs, though any voting about this committee is preemptive.
- c) Senate representatives for 2015-16
  - i) The deadline to supply info from your department/division meetings for senate representatives is tentatively the last meeting in March. Supply this information to Nathan Bowen.
- d) Review of APs/BPs
  - i) No report.
- e) Discussion on By Laws (part1)
  - i) Items for review:
  - ii) (1) Article IV: Allows general membership to initiate an action with petition signed by 10%, and get it approved by a majority vote in Council or majority vote in general meeting, provided 1/3<sup>rd</sup> membership vote. Does Council agree?
  - (2) Article V: Current states 1/3 membership needed for general meeting to be quorate? And should meet once a year?
  - (3) Article VI, Section C: Council department representatives: new section detailing duties and how they are elected.
- f) Making Decisions Document
  - i) We had the conversation about having DE be a standing committee. At this point we need to wait for the EVP to move on this in the document.
- g) MoU with LaVerne

- i) When President Sanchez comes, this is something we will need to discuss, to make sure students are not confused about earning bachelor's degrees on campus; which degrees are private, which are public; costs involved, etc.

**V) New Business**

- a) Score Card goals
  - (1) We don't have this year's set of data yet because of hiring concerns. But it should be available for the next Senate meeting.
  - (2) Reviewed last year's standards.
- ii) Student Course Completion is 71.5% (this is a 5-year average; last year's standard 68% C or better). We want to be creating reasonable goals that we can accomplish, but do serve a purpose.
- iii) Student Transfer – Our goal is currently to have 1000 annual transfers (last year was 1027). It will be good to see what our numbers are this year.
- iv) Student Degree Completion – last year's standard was 1000 awards
- v) Student Certificate Completion – 100 awards
  - (1) We have the option of choosing a percentage or a hard number. Our enrollment is in decline, so it gets tricky to figure out how to allow the data to be correct indicators.
  - (2) UC and CSUs provide the number of students who have transferred from Moorpark, but private institutions and out-of-state institution transfer figures are only self-reported by students.
- b) District and College Mission were reviewed in small groups at the Y'All Come
  - i) If you need info from Y'All Come, please let Mary Rees know.
- c) Faculty Handbook
  - i) One item on accreditation lists the need for a faculty handbook. We have one, dating back to 2008. We need to have this updated. Mary Rees will be contacting individuals to include more current information. Please be mindful that you may be tapped. Once we have this information, it will be presented to ASC for review and approval.
- d) Accreditation

**VI) Future Topics for AS Council**

- a) Facilities Master Plan
- b) Tech Master Plan
  - i) Dave Fuhrmann is working on this, and it will be presented to ITAC, F/T CAP and then Senate.
- c) Enrollment Management Plan
- d) District Policies

**VII) Announcements**

- a) (TBD) – CALSTRS
- b) Self assigned FLEX day – March 6th
- c) May 14<sup>th</sup> – End-of-year Luncheon (tentative)