**Moorpark College Academic Senate Council Minutes**

Tuesday, **March 17th, 2015**, 2:30-4:00pm in Admin 138

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| STANDING MEMBERS | | | | | | Guests |
| POSITION | NAME | PRESENT | POSITION | NAME | PRESENT | Trulie Thompson  Rex Edwards |
| **ASC Pres** | Mary Rees | X | EATM | Cindy Wilson |  |
| **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 |  | Social Sciences | Hugo Hernandez | X |
| 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 |  |
|  |  |  | *Student Liaison* |  |  |

*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**

1. **Public Comments** (Those wishing to make public comments must be in attendance before 2:30pm)
   1. Go see Much Ado About Nothing! Running until this weekend.
   2. Summer registration opens this week. Continuing students have access to registration starting Monday.
2. **Vice Pres. Lori Bennett – Making Decisions Document**
   1. Tabled for now. She wanted to thank faculty for the joint effort in defining the decision making processes on our campus.
3. **Approval of Minutes**
   1. **March 3, 2015 – approved unanimously with Sydney, Jazmir, and James abstaining.**
4. **Reports**
   1. Committees
      1. CurCom
         1. Elementary Education Associate Degree for Transfer is being finished up.

There is a change from the State: If we have classes in a discipline where there is an ADT, we have to offer that ADT degree in order to offer any other degree within that department. We need to work to make sure we are compliant regarding this change.

* + - 1. Pathways for high school students continue to be discussed. The process for the articulation of high school classes is being better defined.
    1. Fac/Tech
       1. They have gone through prioritizations of facilities requests that were received via Program Plans. They have differentiated whether requests are work orders, facilities requests, and how to use the budget to prioritize.
       2. The prioritizations were also done for technology refresh, technology requests, and facilities requests also from the Department Program Plans.

Prioritizations will be post online and sent to VP+ Committee.

* + 1. Prof Dev
       1. Please make an effort to come to the activities this Friday. The speakers really are wonderful.
    2. Fiscal
       1. The classified staff hiring prioritization is also completed. This list has been sent to VP+ Committee.

How far down the list they go to fill positions depends on the status of the budget.

* + - 1. The list order: Library/Learning Center, admissions and records, custodian, IT, Nursing/Rad Tech, with other positions at lower priority that likely won’t get filled this time around.
    1. SLO
       1. The workflow sheet has been smoothed out a little more to help departments see how course objectives link with SLOs, GELOs, ILOs, and Mission. If you have not heard from your departments about this, please check in with your department chairs.
    2. SS&E
       1. CCSSE results, a national student survey, was reviewed. The Committee is reviewing input as to suggestions for next year’s SS&E focus.
    3. EdCAP
       1. Subgroups are working to gather data, so that Lee Ballestero can work on the first draft of the accreditation report. If you would like to participate, please contact Mary Rees.
       2. We’re looking for Mission Statement workgroup specifically.
  1. Officer Reports
     1. Treasurer
        1. March 23rd at noon is the last time to get scholarship nominations in. Friday at noon on the 27th is the last day students to submit their application.
     2. Secretary
        1. No report.
     3. Vice President
        1. Bricks – the tradition is that 50% come from our funds, and 50% from the Moorpark College Foundation. There are more requests/notifications for bricks than ever, which of course is a positive thing. We need to figure out a way to finance this, however.
        2. Senate Awards nominations – this is a form that is very easy to fill out. The deadline for nominating is April 6th.
     4. President
        1. District office – We will offer a District student survey. Ventura and Oxnard are going to use classroom minutes to conduct the surveys. Moorpark has chosen to have the option to offer the survey in class or as a take home assignment/extra credit.
        2. The District offered Diversity Training, which many attended. Additional offerings will be offered at convenient times, due to faculty input.
        3. There will be a forthcoming AP/BP that talks about attendance and dropping students. We keep attendance up until census for the purposes of funding that student. But we need to track that students continue to attend beyond the census date. There are different perspectives on rights and responsibilities. More to come.
        4. Organization review at the District Office before making decisions about hiring.
           1. The District has a list of prioritizations for office staffing. This was due to a study by a consulting group to help define best strategies for staffing. They are understaffed, but there was a conversation about design for various positions. We do need some level of instructional support at the District Office, but it is not clear how that fits in with the organizational hierarchy. Our concerns were the model and fiscal concerns.
        5. Units and DTRWI (Instruction meeting)
           1. The Chancellor came to talk to DTRW about determining unit numbers. Faculty, within reason, determines the number of units for a course. There is concern about unit creep, and the change in student loan allocations that affects how much money students have to register for classes. ‘Unit creep’ is the idea that courses have more units to allow students more time to be successful for a given course. There has been pushback to get credits to be aligned with transfer institutions. Moorpark faculty have worked very hard to ensure course content and units appropriately match.
        6. At the District we’re working on three accreditation documents:
           1. District Decisions Making Document
           2. Integrated planning documents
           3. Flow chart showing reporting structure.
        7. Reserves approved to be given to campuses. They may be used to pay for summer school.
           1. This is the first time that operations would be paid through reserves. We’re trying to meet the 2.5% growth percentage target for this year.
           2. Next year the expected growth goal is 1%. Currently in our equity models there are criteria to define underprivileged students by geography. Because we have more ‘middle class’ in our demographic, our county has a lower growth percentage expectation. The strategy is to push certain areas that help larger underprivileged populations grow aggressively.
        8. Many prerequisites are now recommended preparatory classes.
        9. Scorecard
           1. Pres. Sanchez was pleased with the recommended goals.
           2. Institutional Effectiveness Standards – a law that went into effect February 19th mandates that we need to come up with target numbers within criteria by June. We will be receiving instruction to know about the criteria, what it is we need to show in our scorecard.
           3. As far as we know, we need to populate our scorecard for the following:

Successful course completion, accreditation standards, CTE data, FTES, annual operating deficiencies, … Most information will come from sources such as ScoreCard and datamart.

The strategy is to have a scorecard that indicates that funding is doing what it is intended to do.

* + - 1. CSUN enrollment management
         1. They have been impacted by offering four additional majors. They have enrollment that cannot be fully served due to hiring limitations and a budget to serve their applicants. They will be cutting down their numbers by 1% over the next four years. They will be encouraging students in our county to be attending CSUCI if a major is offered there. Students get prioritization among all new students every year at CSUN if they leave Moorpark College with an ADT.
      2. Dave Fuhrmann would like to come to present the District Technology Master Plan. This will likely transpire in April.
      3. Some faculty have expressed interest in presenting a faculty art show at the end of the semester.
         1. Suggestion: fall would be better timing.

1. **Unfinished Business**
   1. Making Decisions Document
      1. Suggestion to include Coordinators. They are put back in. There was a concern of not wanting to overwork faculty vs. a concern for inclusion. Inclusion trumps; the wording to include (rather than exclude) coordinators was put back in.
      2. The paragraph regarding FRAWG and TRAWG has been reworked.
      3. Comment: I feel encouraged because all of our input was incorporated.
      4. SS&E will be broader in inclusion. Prof Dev will be broader in inclusion but less taxing on departments to attempt to make quorum by using Divisional membership vs. Departments.
      5. **Motion to approve this document and send to the portal to get broader feedback. Carries unanimously.**
   2. By Laws
      1. White paper reviewed.
      2. **Article VII.C - motion to remove the necessity for officer nominations to require ten signatures in the case of an officer resignation. This has never been practiced in recent history. Approved unanimously with Nenagh abstaining.**
   3. Election Committee
      1. We put out the call for nominations, which went to all faculty.
         1. Mary Rees and Nenagh Brown were nominated for Senate President, and Nenagh declined to run.
         2. Nenagh Brown was nominated for VP.
         3. Nathan Bowen was nominated for Secretary.
         4. There was a nomination for Treasurer, but Dan has not heard back from this person.
      2. We are hoping to have elections the week of April 13-17th. The results would be presented on the 21st in ASC meeting.
      3. We suggest to the Election Committee to extend the call for nominations to April 6th.
   4. Senate representatives for 2015-16
      1. Please round up the votes for representatives from your respective departments and divisions.
   5. Accreditation
   6. Faculty Handbook
      1. Deans want to look at it, but they can’t look at it until summer.
      2. Parts have been sent to various faculty in a targeted approach, looking for specific help from faculty if they have expertise in those areas.
      3. This is a working document. Changing tones or a lot of ‘wordsmithing’ may not really be necessary. If anyone wants to make changes, please participate. This is a collaborative effort.
   7. Institutional Standards / Score Card goals
   8. MoU with LaVerne
2. **New Business**
   1. Review of APs/BPs
   2. District Decision Making Document
   3. District Participatory Handbook
3. **Future Topics for AS Council**
   1. Facilities Master Plan
   2. Tech Master Plan
   3. Enrollment Management Plan
   4. District Policies
4. **Announcements**
   1. (TBD) – CALSTRS
   2. March 20th @8:30am – Student Success & Equity events
   3. May 14th – End-of-year Luncheon