Moorpark College Academic Senate Council Minutes

Tuesday, **April 21st, 2015**, 2:30-4:00pm in Admin 138

POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Guests
			STANDING MEMBERS			Guests
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	X	Life Sciences	Jazmir Hernandez		
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Dan Vieira	X	Music/Dance	James Song		
Business Administration	Reet Sumal	X	Physics/Astronomy/Engineering	Scarlet Relle / Erik Reese	SR / ER	
Chemistry/Earth Sciences	Deanna Franke	X	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

I) **Public Comments** (Those wishing to make public comments must be in attendance before 2:30pm)
   a) Major Awareness Week and Career & Job Expo is taking place this week, Wednesday and Thursday
   b) Our robotics team placed 20th nationally
II) **Technology Master Plan – Presentation (Dave Fuhrmann, District IT)**
   a) Initiatives
      i) Banner review - contract is up in 2018 (likely not to make changes)
      ii) Campus infrastructure improvements (internet)
      iii) Distance Learning
      iv) Disaster Recovery and Business Continuity
      v) Capital Construction Projects
      vi) Green computing (we spend a lot on electricity, and it's increasing)
      vii) Information security
      viii) IT staffing resources – we have the smallest District IT department per capita
      ix) Mobile and online technology
      x) Operational efficiencies (trying to do electronic signatures and make approval processes more efficient)
      xi) Social media – we're trying to come up with options and an official presence.
   b) Question: when will we convene to determine whether our District shifts to Canvas?
      i) We could potentially make the shift summer of 2016 if that is what is desired. The D2L lease is being renewed for one year. The decision would be made through multiple discussions involving all stakeholders. It will not be a top-down decision.

III) **Approval of Minutes**
   a) **April 7, 2015 – approved unanimously with Remy McCarthy abstaining**

IV) **Reports**
   a) Committees
      i) The work you and others do on standing committees does make a difference. Your input does influence how things get done. Foster youth and veterans will be getting spaces
      ii) CurCom
         (1) 700 students have applied through ADT. That is work that helps our students, so congratulations to the hard work of those on this committee.
      iii) Fac/Tech
      iv) Prof Dev
         (1) Flex week planning

        (a) This is the time for ideas for FLEX week. Please forward ideas to Nenagh Brown (there are three days left to do so).

        (b) The theme will be *Moorpark MAP to Success* (Major and Pathway)

   v) Fiscal

      (1) Classified prioritization – quite a few have been hired through Student Success funds

      (2) Next meeting there will be a discussion of District hiring and hopes for new positions. Please come!

   vi) SLO

      (1) Five-year GE assessment has been accomplished. Gainful employment data and departmental discussions are now being placed into TracDat, outcomes have been linked between PLOs, ILOs, and department-level LOs.

   vii) SS&E

      (1) A tremendous amount of work has been done this year with Student Success & Equity, particularly in counseling and also through professional development.

   viii) EdCAP

      (1) A huge thanks to EdCAP and those who worked in workgroups to gather evidence for accreditation. The draft will be written by Lee Ballestero over the summer, and then expanded and discussed in the fall.

      (2) Gap analysis has been the focus for the year. Next year we'd like to broaden the focus to the larger picture (and include not just scrutiny over shortcomings, but a focus on successes as well).

   ix) (next year will include DE)

b) Officer Reports

   i) Treasurer

      (1) Luncheon flyers were placed in your mailbox. We have already received some donations. We would really encourage attendance and donations to this luncheon.

      (2) John Baker is one source for collecting money for the funds to pay for the luncheon

   ii) Secretary

      (1) We need department representatives for ASC and standing committees reported so that we can vote on these names for approval. This will take place next week.

   iii) Vice President

      (1) Campus hour workgroup is being formed, and we will report back in the fall.

      (2) Awards

         (a) We have a tie; we had a high turnout of voters. The late voter will be counted.

         (b) Comment: Thanks for how it was setup and for the reminder the day prior.

   iv) President

      (1) Oxnard College President Dr. Durand has taken a position in Colorado. They are looking for a president and two vice-presidents. We have been there, and it's hard.

      (2) Ventura College will be having a college meeting to look at their management structure. They are looking to reorganize positions for admin on their campus.

      (3) There was a 4-hour closed session (two hours before and two hours after) regarding the chancellor. There will be another closed session tomorrow. There needs to be calm, slow, methodical method applied to these processes and we will be following of these processes. This could affect accreditation and/or litigation, but none of the inquiry has included or affected us thus far. It is an HR-related issue regarding the BOT and Chancellor.

      (4) A contract with Smarthinking has just been signed and is ready for use for final exams. It provides online tutoring for all disciplines, and is free for students. Do please advertise.

      (5) Judi Gould will be retiring, and her position needs to stay in the top group for hiring prioritization. Her position is crucial, so with the support of faculty, we urgently need to hire a replacement for this next year. As a disclosure, this would affect our faculty prioritization list generated by Senate votes last fall. There was no opposition to this proposed hiring.

V) Unfinished Business

a) Constitution and By-Laws

   i) This has been posted to the general campus community. White paper explanation to the general body has been placed in mailboxes, as stated in the Constitution and By-Laws, one month prior to the vote. The documents are also posted online. There will be a vote of the general membership on the updated draft of our constitution and by-laws alongside the vote for our executive officers at the end of the semester over exam week, starting May 14 at the Senate lunch.

   ii) There has been discussion to include a new executive officer that serves as a liaison for grants and Chancellor's office. We could make the wording a little more vague in the Constitution that then defines this role more clearly in the By-Laws.

   iii) Question: could we have an elected position that is not an officer? Answer: the President cannot just create an ad hoc position.

   iv) Motion to change Article VII Section A to eliminate 'four' before "elected officers" and move details of officers and descriptions to By-Laws, passed with one nay vote (Phil Abramoff) and Mary Mills, Dalila Sankaran, Nenagh Brown abstaining.

b) Elections (officers, co-chairs, and ratification of standing committee membership)

   i) We still do not have a candidate for Treasurer.

   ii) Co-chairs

      (1) EdCAP - Norm Marten

      (2) Curriculum – Jerry Mansfield

      (3) F/TCAP – Michael Walegur

c) Institutional Effectiveness

  i) We have to provide four goals that we would approve, which is then approved by BOT
   (1) Accreditation standard – our goal is to be fully accredited.
   (2) State Federal Findings – our goal is to have no findings.
   (3) Budget planning – our BP/AP states that 7-15% fund-balance (percent of total budget in our reserves). Our goal is to have 15% fund-balanced.
   (4) Successful course completion as defined in Datamart – we've been hovering around 70-75% for the last five years. – our goal is to have 74% successful course completion.
  ii) We will vote on these goals next meeting.
 d) Facilities Master Plan
  i) We are looking for feedback about this plan.
  ii) Suggestion: we need to have strategy for interim solutions to larger construction projects.
  iii) Suggestion: we need to have plans for updates to existing facilities (gym, forum, HSS, campus center, lighting for art classes)
  iv) Suggestion: how do we move forward with shorter-term projects? What is the time-frame for this work, and how do we move forward?
  v) Comment: in F/TCAP the suggestion to flip two locations of student center and instructional building 2. The suggestion was noted and will likely be incorporated.
  vi) Comment: they identified a STEM part of the campus and an Arts part of the campus, and there really was no mention of the Humanities. This is also a core part of our college.
  vii) Comment: if there is a campus center that is in the middle but isn't located near parking lots, this can cause issues for handicapped. Where is there room for these kinds of conversations? Emergency and disability access for the plan 'down the hill'?
  viii) Green building planning – how will we save energy?
  ix) Suggestion: can we get the facilities master plan up on the website?
  x) There is currently no ranking process for priorities.
  xi) The next Senate meeting we will be hearing the Facilities Master Plan will be presented.
 e) Tech Master Plan – addressed above by Dave Fuhrmann
 f) Faculty Handbook
 g) Accreditation
 h) MoU with LaVerne – this data will be forthcoming for May or August meeting.

VI) New Business
 a) Legislative liaison
  i) Since there are so many new initiatives (Institutional Effectiveness, a new CTE initiative, SS&E, Adult Ed, etc.), it makes sense to have someone who is current in what requirements for these initiatives are and follows grants come in. Think about it and we will discuss next meeting. Please consider if you'd like to serve in this role.
 b) BP/AP 5070, 5075
 c) Accomplishments and progress (goals)
 d) Plenary

VI) Future Topics for AS Council
 a) Facilities Master Plan
 b) Tech Master Plan
 c) Enrollment Management Plan

VII) Announcements
 a) (TBD) – CALSTRS
 b) May 14th – End-of-year Luncheon