**Moorpark College Co-chair + Exec Minutes Minutes**

Tuesday, **March 10th, 2015**, 1:00-2:30pm in Admin 138

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| POSITION | NAME | PRESENT |
| **President** | Mary Rees | X |
| **Vice-President** | Nenagh Brown | X |
| **Secretary** | Nathan Bowen | X |
| **Treasurer** | Mary Mills | X |
| EdCAP | Lee Ballestero | X |
| Curriculum | Jerry Mansfield | X |
| F/T CAP | Michael Walegar | X |
| Prof Development | Nenagh Brown | X |
| SLO |  |  |
| Fiscal |  |  |
| SS &E | Beth Gillis Smith | X |
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|  |  |  |
| Guests |  |  |

1. **Minutes approval**
   1. November 11, 2014 – tabled
2. **Business**
3. Standing Committee Reports
   1. F/TCAP
      1. FRAWG and TRAWG presented their evaluations
      2. From within the meeting, we’re supposed to disseminate the information to faculty. But could we simply post it in one central area, and let us know if there’s a complaint?
      3. TRAWG has been approved. FRAWG recommendations have not been.
      4. A lot of equipment needed has come in the form of work orders, meaning that many requests under TRAWG were not prioritized. There is some confusion about work orders
      5. If people don’t know if the loop is closed, then there’s a problem in our system to make sure everyone knows the information is posted.
      6. F/TCAP should present to EdCAP about how faculty should close the loop with prioritizations.
         1. March or April could work for F/TCAP to present to EdCAP
      7. Facilities Master Plan is coming to a critical point
         1. It will be presented in F/TCAP, plus a recommendation to the Senate; between that will be a Y’All Come. Once it gets to Senate it will be provided to the Board of Trustees as a recommendation
   2. Professional Development
      1. The latest draft of Making Decisions Document suggests that there is a new co-chair with Classified having a spot as co-chair.
      2. The other broad stroke is to have two faculty representatives per division. There are split opinions on the matter.
      3. There’s been so much going on (because the funding has been there), and we need to coordinate a little better.
      4. Consensus is that ‘shooters on campus’ event was a huge success. We had about 190 people confirmed in attendance.
         1. We need continued training on how to handle students who make threats.
      5. Friday March 20th – Student Success & Equity events
         1. 8:30am - Darla Cooper from the RP Group will speak on best practices for developing student success and equity.
         2. 12pm – Dr. Jaiya John will speak about foster youth and helping them become successful in the community college setting.
   3. Curriculum
      1. We have gotten through all the scheduled revisions, with the exception of one discipline.
      2. We are moving towards making the SLOs public on Curricunet.
      3. Distance Ed addendum is still problematic.
      4. Curriculum institute this summer. There is a credit limitation that we are working with about honors courses and similar courses that are duplicates in terms of credit. An example is that a student cannot take an honors course, then repeat the course as a non-honors course. We are working to let students know about these things beforehand in the catalog so they can make prudent choices.
   4. EdCAP
      1. We’ve been working on accreditation all year, and the workgroups will be handing in their evidence supporting probing questions at the end of this semester.
      2. Workgroups will be then reading self-study portions in the fall, which will be written over the summer by Lee Ballestero.
   5. SS&E
      1. At our last meeting we looked at CCSSE data. Students self-report how active they are (how much effort they put into reading, preparing). It’s their perception of their academic challenge.
         1. They self-reported a low effort. They don’t seek out help.
         2. Students reported that they read books outside of class, but not the texts assigned.
            1. Confusion about whether their answers are referring to text messaging or text*books*.
         3. Pathways
            1. Entering students don’t typically know
      2. The suggestions that came from the Student Success workshop have not yet been collated. Closing the loop – we’re not certain that the suggestions made have yet been collated and disseminated.
      3. Representation will be more rounded in the future, based on the Making Decisions Document. The committee initially was formed through faculty expressing interest to serve on the committee.
   6. SLO Committee
      1. We have generated a flow chart that lists various levels of outcomes side-by-side in columns. We will be making these public through Curricunet.
      2. Course Objectives, Course Outcomes, Program Outcomes, Institutional Outcomes, College Mission.
   7. Fiscal
      1. We are receiving money from reserves to fund our summer sessions.
      2. The whole district will be penalized ($600K, Moorpark gets $400K of that) if Ventura College slips to a small-sized rather than midsized institution. It’s not clear that trying to maintain the midsize is a good long-term strategy.
      3. Faculty hiring prioritization is happening.
   8. President’s Report
      1. There is a new institutional effectiveness law – we have to provide twelve indications that we will need to provide.
         1. Score card completion
         2. Four success measures
         3. Salary and benefit information
         4. FTES
         5. Annual operating
         6. Audit finding
         7. Accreditation standards
4. Co-chair and representative elections
5. Brown Act
   1. Senate is a public meeting, in front of the public. When motions are voted, the voting is stated on record. Items that are discussed must be stated on the agenda. Our agendas must be posted 72 hours prior.
   2. The assumption is that all committees are functioning in similar fashion. The main idea here is that there are no secrets to what is discussed.
   3. The agendas must be posted publicly, not just in websites, but in public spaces.
   4. If you copy Andrea Rambo when you post your agenda, then she can copy it.
   5. Suggestion: let’s do a training session on Brown Act protocol for co-chairs in the fall.
6. Accreditation
   1. The president would like to ask that each committee create a summary of what the committee was able to accomplish, and how the committee did with their goals from the beginning of the year.
7. Senate agenda
   1. Lori would like to come to visit ASC and talk about the Making Decisions Document. It is a joint document between Senate and administration. She is trying to make less work for smaller departments, but if there is push back about lack of representation, then she is willing to work with people to come up with a good system of operation.
   2. Making Decisions Document
   3. By-laws
   4. Report back from elections committee.
   5. AP/BPs (forthcoming)
   6. Accreditation
      1. District Decision Making Document (so far there are no big changes)
      2. Flow chart for decision making
      3. District Participatory Handbook
   7. Faculty Handbook – Deans suggested that they would like to extend the time and be able to provide input over the summer. Perhaps we can present a draft and then refine it further.
   8. May 14th is the faculty luncheon (no longer tentative).
   9. March 20th – Equity Day