Moorpark College Academic Senate Meeting Minutes

Tuesday, **March 29th 2016**, 2:30-4:00pm in Admin 138

POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Guests
ASC Pres	Mary Rees	X	Health Sciences	Dalila Sankaran	X	Rex Edwards
ASC V.P.	Nenagh Brown	X	Kinesiology/HED	Remy McCarthy	X	
ASC Secretary	Nathan Bowen	X	Library	Mary LaBarge	X	
ASC Treasurer	Beth Megill	X	Life Sciences	Jazmir Hernandez / Carrie Geisbauer	JH	
ACCESS	Melanie Masters	X	Mathematics	Renee Butler	X	
Athletics	Vance Manakas		Music/Dance	James Song	X	
Behavioral Sciences	Dan Vieira / Nadezhda Monosov	DV	Physics/Astronomy/Engineering	Erik Reese / Scarlet Relle	ER	
Business	Reet Sumal / Josepha Baca	RS	Social Sciences	Hugo Hernandez / Susan Kinkella	HH	
Chemistry/Earth Sciences	Deanna Franke	X	Student Health Center	Sharon Manakas	X	
Child Development	Kristi Almeida-Bowin / Cindy Sheaks-McGowan		Visual & Applied Arts/Media Arts	Mike Hoffman	X	
Comm Studies/Theater Arts/FTVM	Rolland Petrello		World Languages	Raquel Olivera	X	
Counseling	Chuck Brinkman	X	Curriculum Chair (non-voting)	Jerry Mansfield	X	
English/ ESL	Sydney Sims	X	*Student Liaison*	Carmel Gutherz		
EATM	Cindy Wilson					

I) **Public Comments** (Those wishing to make public comments must be in attendance before 2:30pm)
   a) Students from Student Voice earned an award for their website State General Conference, as well as a photojournalism award.
   b) Hairspray had an excellent run. Congratulations to the 200+ students participating, and to faculty and staff for putting on a great show!
   c) Moorpark Dance Concert at end of March (with invited local companies).
   d) Music Department has a concert 7:30pm this Friday night, April 1st – Chamber Concert, flute ensemble, percussion ensemble.
   e) Thursday from 6-7pm there is a CPR and suicide prevention training. Thank you to all the faculty who assisted in the survey for student health.

II) **Approval of Minutes**
   a) **March 15, 2016 – approved unanimously with Jazmir Hernandez, Erik Reese, and James Song abstaining**

III) **Reports**
   a) Committees
      i) CurCom
         (1) We would like some buy-in on the ADT revisions. Please check with your departments and divisions about any concerns.
      ii) Fac/Tech
         (a) Technology refresh has been approved, and now we are in the process of getting estimates for purchase of new equipment.
      iii) Prof Dev
         (1) We still have $600 left for faculty travel funds.
         (2) We are planning for August Flex, hoping to finalize the agenda at the end of April. Please get a hold of Amanuel Gebru, Nenagh Brown, or Elizabeth Salas to give input before things are finalized.
      iv) Fiscal
      v) SLO
         (1) Their work is really helping the strength of our accreditation evidence.
         (2) Question: we have been told that our faculty evaluations should include CLOs, and if this is the case, will/should the accreditation committee have access to these documents? Response: outcomes are used to mentor faculty, and we value outcomes, but this does not mean that the accreditation committee has access to personnel files. Part of this is a union issue and can't be fully answered here.
      vi) SS&E
         (1) These plans will need to be updated soon for the fall.
         (2) The Student Success Conference in Sacramento. STEM representation from our college was very strong, and faculty have received praise for their presentation.
         (3) The First Year Experience Workgroup visited Pasadena City College's award-winning Pathways program over the Spring Break and it generated much excitement for ours. This will begin as a small pilot program of about 140

students this Fall, probably with the name 'Guided Path to Success' (GPS). It will be targeted principally to high school students. Enrollees will need to attend an orientation over the summer, take a College Strategies course in the Fall, and be a full-time student taking at least one math and one English course this first year. In exchange they get priority counseling, guaranteed enrollment, student success coaches and tutors, as well as other support.

    vii) EdCAP
        (1) They are working to refine the program plan process in the next meeting. If you have suggestions for how this should tweaked, please let your rep know.
    viii) DE
- b) Officer Reports
    i) Treasurer
        (1) We will know more about our current budget as dues are received, for the purpose of clarifying how we can and will offer scholarships in the future.
    ii) Secretary
    iii) Vice President
        (1) Annual awards: please would all reps consider nominating people for the Senate's awards.
    iv) President
        (1) Graduation – please RSVP for attending graduation so that gowns can be ordered. Please contact Mary Rees or Sharon Miller.
        (2) Business Cards – if you need updated business cards, please contact your dean before April 15th.
            (a) Comment: it would be nice to reduce the number of cards made to reduce waste. Most don't need 500.
            (b) Comment: it would be nice to have formal, durable nametags to use in certain situations.
        (3) Budget concerns
            (a) We are not growing this year, so we will not be receiving money attached to growth this year.
            (b) Next year looks fine. The issue will be the following year. -7.7 million from the district for 2017-18.
            (c) There is a new basic skills grant that would privilege colleges that partner with 4-year institutions, and takes a different approach than focusing solely on math and English.
        (4) New President at Oxnard College
            (a) The new hire, Cynthia Azari, has been serving as interim president at Fresno City College. She will be starting in May.
        (5) Hiring
            (a) This is ongoing, and in the next couple of weeks committees will be recommending their best candidates.
            (b) Deans will be hired in the next month.
        (6) Emergency Preparedness
            (a) Building monitors will be full-time faculty, for the most part. The idea is for each building (or each floor on the building) have a designated monitor. There are still a few holes that need to be filled, and then the list of monitors will be sent out to the campus. Trainings will follow.

IV) Unfinished Business
- a) Review of Accreditation Self Study Standards 1 & 2 Draft
    i) Some action plans moved to things that are already happening.
    ii) Standard A comments - there are several very specific comments that are best corrected through email correspondence. Please send these to Mary Rees. Some of these are basic, such as labels on graphs and making sure the college mission statement is consistent throughout the documents.
- b) Scholarship
- c) End of Year luncheon
- d) Election of Reps

V) New Business
- a) Review of Accreditation Self-Study Standards 3&4, QF Essay
    i) Standard III
        (a) Human Resources
            1. ensures quality and integrity of programs and services by employing qualified faculty
            2. job descriptions
            3. EEO and equity
            4. quality of administrator
            5. evaluations
            6. SLO in evaluations
            7. # faculty
            8. orientation, evaluation, prof dev- adjuncts
            9. # staff
            10. # administration
            11. policies
            12. implementation of policies
            13. code of ethics
            14. prof development
            15. confidential records
        (b) Physical Resources
            1. Safe and sufficient
            2. Maintenance

3. Review needs
            4. Plans & funds for needs
        (c) Technology Resources
            1. Needs
            2. Update
            3. Refresh
            4. Related to programs
            5. Policies
        (d) Resources
            1. Financial needs
            2. Mission & goals foundation for expenses defined in policies & procedures
            3. Follow guidelines
            4. Realistic assessment of needs
            5. Internal controls
            6. Audit
            7. Internal control
            8. Cash flow & reserves
            9. Oversight of financial aid
            10. Financial solvency
            11. OPEB
            12. DE
    (1) This is our first reading. Please take a look at this and add suggestions and comments.
    (2) We are going to call out the timely hiring piece, since our hiring seems to be moving much slower than we would prefer.
    (3) We are calling out that we need to have an ADA plan, and appropriate emergency plans.
    (4) We intend to call out that we have a lot of 40-year-old buildings, and no bonds in place for updates.
    (5) We are going to call out that our financial aid office does a fantastic job in terms of helping our students, and doing so in spite of a thick web of rules and regulations.
    (6) Comment: professional development piece didn't make it in.
    (7) Comment: please type up the summary of these items and distribute.
ii) Standard IV
        (a) Leadership & Governance
            1. Decision making roles & processes
            2. Policies
            3. Policies substantive & defined role in governance, substantive voice in policies, planning, & budget
            4. Curriculum SLOs
            5. Hear relevant perspectives
            6. Process of decision making; results widely communicated
            7. Leadership roles evaluated
        (b) CEO College President
            1. Primary responsibility of quality
            2. Delegates' authority
            3. Involved in planning
            4. Involved in accreditation
            5. Involved in community
        (c) Board of Trustee
            1. Policies to ensure quality
            2. Collective entity
            3. Policies for CEO; action plan for hiring chancellor and evaluations
            4. Defends institution
            5. Policies consistent with mission
            6. BOT size & structure in by-laws
            7. Follow by-laws
            8. BOT reviews key indicators of student success
            9. Participates in training
            10. BOT evaluation
            11. Code of ethics
            12. Delegates' responsibility to CEO
            13. Involved in eligibility & accreditation
        (d) Multi College District
            1. Chancellor leadership in setting & communicating expectations of excellence & integrity
            2. Operational responsibility
            3. Allocation of resources
            4. CEO delegates without interference
            5. District planning
            6. Communication
            7. Evaluation
    (1) Comment: official vs. unofficial methods of communication by the college president

(2) We plan to call out the interim chancellor hiring process.
    ii) Quality Focused Essay
        (1) We are hoping to send this to the Senate Council this week so that we can review and add faculty input.
        (2) Proposed Action Project 1–introduce a Student Success Dashboard
            (a) This would be a 'one stop' location to find data, standardize assessment tools, streamline tools for program plans.
        (3) Proposed Action Project 2 – how we do our planning.
            (a) We have lots of plans, often tied to funding in particular categories:
                1. Three plans for Basic Skills
                2. Student Success Plan
                3. Equity Plan
                4. Master Plan
                5. Enrollment Plan
                6. Professional Development Plan
            (b) We don't have a major body for doing planning that is coordinated. We try to do this in Senate, and Curriculum, and in F/TCAP, etc. This is not a suggestion to create another layer, but perhaps we should look at best practices.
            (c) Suggestion: it'd be nice to have a long-term plan at the program level, not just the college master plan.
            (d) Comment: it'd be nice to have less need for planning so that we can do actual work. The endless amount of planning interferes with actual productivity and carrying out of those plans.
            (e) Comment: I have a concern about transparency between the district and the college.

II) Announcements
    a) April 21-23 – ASC Plenary
    b) May 12th – End-of-year Luncheon