

# Moorpark College Academic Senate Meeting Minutes

Tuesday, April 5th 2016, 2:30-4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	
ASC Pres	Mary Rees	X	Health Sciences	Dalila Sankaran		Rex Edwards Marnie Melendez
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	X	Music/Dance	James Song		
Behavioral Sciences	Dan Vieira / Nadezhda Monosov	DV	Physics/Astronomy/Engineering	Erik Reese / Scarlet Relle	ER	
Business	Reet Sumal / Josepha Baca		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		
Counseling	Chuck Brinkman	X	Curriculum Chair (non-voting)	Jerry Mansfield		
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>	Carmel Gutherz		
EATM	Cindy Wilson	X				

## I) Public Comments (Those wishing to make public comments must be in attendance before 2:30pm)

- a) There is some nice press VC Star on the game program.

## II) Approval of Minutes

- a) **March 29, 2016 – approved unanimously with Sydney Sims abstaining.**

## III) Reports

- a) Committees
  - i) CurCom
    - (1) If you have things that still need to go through Curriculum, you've reached the 11<sup>th</sup> hour. There is a tech review April 21<sup>st</sup>.
  - ii) Fac/Tech
    - (1) They will meet this week
  - iii) Prof Dev
  - iv) Fiscal
    - (1) The deficit for the 2017-18 fiscal year is at 7.7 million. We will be okay for next year, but the year following is looking grim, implying that something will have to give. District is putting a freeze on classified, starting last week. If you've not officially started your hiring process for classified, it's not going to start. This is disappointing, but it's telling.
      - (a) Question: this is a District decision, not a college decision? Response: Yes, the District does have the authority on that, but this is not how things have ever been done. We would typically assume there is a meeting among college presidents to solve the problem.
      - (b) Question: is there an effect on the faculty hiring? Response: Somewhat. We had intended to go to 15 hires, then we had a couple in addition. When we found out about the 5.5 million shortfall, we stopped going into the four additional hires.
      - (c) Question: does this affect categorical hiring? Response: No, that's covered.
  - v) SLO
  - vi) SS&E
    - (1) There is a meeting at the end of the month. This is an important meeting because of the need to draft a SS&E plan for the fall.
  - vii) EdCAP
    - (1) TracDat had been updated, and there were concerns that program plans would need to be done in an entirely new format, but it looks like the changes to the new update are not as drastic as anticipated.
  - viii) DE
- b) Officer Reports
  - i) Treasurer
    - (1) As of today, the funds have not transferred over, so this needs to be updated. April 1<sup>st</sup> was the request, but we still have not received this.

- ii) Secretary
- iii) Vice President
  - (1) April 15<sup>th</sup> is the deadline for ASC end-of-year awards. You can nominate one person for each of the four awards.
- iv) President
  - (1) We received a transformational grant for Basic Skills, which is good news.
  - (2) We are also applying for another Basic Skills grant (Basic Skills Partnership Pilot). The state is encouraging the CS schools to send students in need of remediation to community colleges. CSUN has said that they would like to work with us, and we are working with CSUCI to partner with us as well.
    - (a) Question: Does DE fit into this component as well? Response: we are not seeing clear-cut results that this works for basic skills. Counter-response: in English we've had departmental discussion and there are valid arguments for and against using DE as a strategy for basic skills.
  - (3) Proposals for the Academic Senate Plenary (taking place April 20-23)
    - (a) We are looking for feedback prior to Spring Plenary. Here are some of the issues and/or resolutions on the agenda for discussion:
      - (i) 50% law that affects K12. Librarians, counselors are faculty, but they don't count toward Faculty Obligation Number (FON). There is not agreement as to how these positions would be designated. We should be moving toward a 70% full-time faculty number. This plan needs to be revisited.
      - (ii) There is a lot of thought that we should be seeing an increase toward a more diverse faculty population. We are supposed to handle this through marketing and job announcements, essentially targeting specific populations. There are lots of factors that make this a complex issue.
      - (iii) Basic Skills
      - (iv) Proposed legislation
        - 1. Getting four-year institutions and CCCs uniformly to grant credit to students passing the AP exam scores of 3 or higher. (AB 1985)
        - 2. Allowing homeless people to be able to take showers on campuses. (AB 1995)
      - (v) Changing TOP codes.

#### IV) Unfinished Business

- a) Review of Accreditation Self Study Draft
  - i) Standard III
    - (1) Human Resources
    - (2) Equal Employment Opportunity plan
      - (a) We are calling out that this plan has not been widely disseminated yet by the campus.
    - (3) Fiscal
      - (a) We have called out how we handle reserves. In the past, there have been some very draconian cuts without use of reserves.
      - (b) We have had a dramatic change on how we handle reserves, which is appropriate to call out as a change in policy.
      - (c) We have 50-year old buildings, and we don't have a plan that addresses how to handle aging buildings. We have a facilities master plan that should address this.
    - (4) The library piece did not get put in, but it will be included.
    - (5) Facilities
    - (6) Emergency Preparedness
    - (7) Technology
      - (a) We have not called out any major problems.
  - ii) Standard IV
    - (1) IV-A looks at our leadership and decision making process.
    - (2) IV-B talks about our college president.
      - (a) He will send out a piece that deals with the need for a more formal mechanism for sending word out on policy. This doesn't need to be frequent and regular, but when it does occur, it needs to be more formal than the informal *Ira's Pride* newsletter. The president was fully in tune with the suggestion.
    - (3) IV-D
      - (a) The district does not have a master plan that looks at facilities such as finding bonds for building.
      - (b) We did call out that it is perhaps inappropriate for an interim to make decisions that have far-reaching impact, rather than getting a permanent chancellor in place first, then moving forward with big decisions.
  - iii) Quality Focused Essay
    - (1) We had two action project proposals:
      - (a) Project 1 on research
      - (b) Project 2 on planning
        - (i) What do we want to accomplish? Do we really want to change our process? Do we need to streamline? 'Military vs. civilian' approach? Streamlining can imply removing dissonant voices. EdCAP has a makeup of admin, faculty, and staff, and its function is to plan in relation to accreditation. We could make it a broader planning body.
      - (c) We found through feedback from several that this needs revision – looking at broader planning has some downsides, so further conversation is necessary before including this point in our QFE.
      - (d) Currently, we have project 1 framed as a question: What is the health of my program?
        - (i) It has seven steps:
          - 1. Identify and Define Appropriate College Programs

2. Evaluate and optimize template for program plans update or replacement for TracDat
3. Provide Professional Development on Program Plan Template and Reports
4. Identify and Define Data Needs for College Programs
5. Identify and Define Data Needs for College Initiatives
6. Develop CTE Program Review Reports
7. Develop Transfer Program Review Reports

(ii) Feedback

1. Question: How does this account for the personal level of how students may take courses for personal growth (i.e. not for transfer, basic skills, or CTE)? Response: this might be a good question to be raised in step 4. The rationale behind this is that the state is allocating money tied to categorical funds.
2. Comment: it is difficult for us to put updates on our department websites online, due to limitations and processes that make it time-consuming and altogether difficult. Rather than our college website being a tool for outreach on a departmental level, it feels like a non-resource. It is suggested that we should optimize our website and portal.
3. Question: is Student Success a permanent structure? Response: likely not. This is likely a push to try and bump numbers, and likely will have a broader impact at other colleges where larger segments of the student population are not coming to college with a plan of academic growth.

(e) Action Project 2: Improve the use of data as a communication tool

(i) Institutional Research - Lisa Putnam is the main person, and she would prefer that you should reach out to her, and then she can delegate.

1. Comment: it would be nice for us not to have to go through a funnel, and to be able to get the data without dashboards and/or badgering one person repeatedly. Can we not get training and do it ourselves on an as-needed basis (i.e. professional development)?
2. Comment: reading this made me feel like I would be spending more time doing data analysis and less time teaching.

(f) Is there something that you saw in the standards that you feel the college should be working on that is not covered in these documents?

iv) We suggest not holding an emergency meeting next week for approval. We will put this up for approval at the next meeting

b) Open Resources Workgroup

i) We will have something to discuss next meeting. The workgroup has not yet met.

c) Annual Awards

d) Scholarship

e) End of Year luncheon

f) Election of Reps

**V) New Business**

a) Minimum Qualifications

b) Proposed additional meeting April 12<sup>th</sup> for Accreditation

i) We will not meet on the 12<sup>th</sup>.

Self study Approval

**VI) Announcements**

a) April 21-23 – ASC Plenary

b) May 12<sup>th</sup> – End-of-year Luncheon