Moorpark College Academic Senate Meeting Minutes

Tuesday, **February 7th, 2017**, 2:30-4:00pm in Admin 138

Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

STANDING MEMBERS / ACADEMIC SENATE REPRESENTATIVES						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Rex Edwards Marnie Melendez Lee Ballestero
ASC Pres	Nenagh Brown	X	Health Sciences	Michelle Dieterich	X	
ASC V.P.	Nathan Bowen	X	Kinesiology/HED	Remy McCarthy	X	
ASC Secretary	Erik Reese	X	Library	Mary LaBarge	X	
ASC Treasurer	Renee Butler	X	Life Sciences	Jazmir Hernandez / Carrie Geisbauer	JH	
ACCESS	Melanie Masters	X	Mathematics	Vacant		
Athletics	Vance Manakas	X	Music/Dance	James Song		
Behavioral Sciences	Dani Vieira / Kari Meyers	DV	Physics/Astronomy/Engineering/CS	Ronald Wallingford / Scarlet Relle	RW	
Business Administration	Reet Sumal / Ruth Bennington	RS	Social Sciences	Hugo Hernandez (F) / Susan Kinkella / Rex Edwards	SK	
Chemistry/Earth Sciences	Deanna Franke	X	Student Health Center	Sharon Manakas	X	
Child Development	Cindy Sheaks-McGowan	X	Visual & Applied Arts/Media Arts	Mike Hoffman	X	
Comm Studies/Theater Arts/FTVM	John Loprieno	X	World Languages	Raquel Olivera	X	
Counseling	Traci Allen	X	Curriculum Chair (non-voting)	Jerry Mansfield		
English/ ESL	Sydney Sims	X	*Student Liaison*	Teresita Rios		
EATM	Gary Wilson / Cindy Wilson	CW				

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Moorpark College Academic Senate Council 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.

I) Public Comments
  i) Accreditation of Moorpark College

Moorpark College received five commendations – on our "inclusive, engaging and robust dialogue undertaken during the annual program review process in support of program planning and student success"; our AD-Ts; our work with our diverse student populations (including our Vets Center and our GPS program); our professional development programs (our New Faculty Orientation particularly); and our "esprit de corps empowering students, and for embodying its "students first" philosophy through the integration of academic and student services programs." We received three recommendations for improvement, two to continue our work with disaggregating our SLO data, and one ensuring our long-term financial planning is considered when making our short-term financial decisions. Hurray to ALL the many who were involved in this wonderful achievement!

  ii) The district office has one recommendation for compliance – to "include as a formal component of the evaluation processes for faculty, academic administrators and other personnel directly responsible for student learning use of the results of assessment of learning outcomes to improve teaching and learning." This means that in 18 months we provide a report on the district's ability to reach compliance and we will have a follow-up visit from ACCJC.

I) Approval of Minutes
 a) January 31st, 2017 – approved with Jazmir Hernandez and Susan Kinkella abstaining

II) Reports

    a) Committees
        i) CurCom
        ii) Fac/Tech
            (1) Workgroup prioritization will be approved by the larger group next meeting
            (2) Discussing improvements to the process and efficiency with suggestions to be brought to EdCAP
        iii) ProfDev
            (1) All campus division meeting focused on integrating basic skills training into our classes —Thu Feb 9 2:30pm-4:30pm Campus Center
            (2) Attempt to get the word out that all students in all courses could benefit from some basic skills work
        iv) Fiscal
            (1) Classified priorities have been ranked but it is unclear about the process going forward with limited funds
        v) SLO
        vi) EdCAP
        vii) SS&E
        viii) DE

    b) Officer Reports
        i) Treasurer
            (1) Jan contributions have been tallied
            (2) Total in the AS coffers: $8379.22
            (3) Student Scholarships
                (a) Shall we form a scholarship ad hoc workgroup to revisit the process, subject to availability of funds?
                (b) Yes! Sydney Sims, Mary LaBarge, Melanie Masters have graciously offered to revisit this process
        ii) Secretary
        iii) Vice President
            (1) 50th Anniversary Gala
                (a) Gala committee met 2 Fridays ago and Tracy Stewart has replaced the previous lead
                (b) Looking for faculty support and input for the new direction
                (c) Assistance will be required to make this happen as it is a very large event
                (d) Question: What would be most helpful? A sign-up list would be most helpful to dole out various tasks
        iv) President
            (1) There was a district meeting talking about the allocation model—the discussion is ongoing
            (2) David El Fattal, Vice-Chancellor of Business and Administrative Services, will be invited to Academic Senate Council

III) Old Business

    a) Ratification of new standing committee members
        i) Ratified current committee membership with no abstentions

    b) AS Council communications
        i) Suggestions for the AS executives
        ii) Discussion of representatives interacting and disseminating information to their constituents in their departments
            (1) Please continue to communicate Senate issues and information with your departments
            (2) This communication trail is crucial for the accreditation process
        iii) Request from the Math Department to start committee meetings after 3:30pm
        Tabled to next meeting.

    c) BP/AP 7211: Minimum Qualifications and Equivalencies
        i) These are time sensitive as the district group meets to discuss on Thursday
        ii) In 1.5 semesters, not one of 41 DWEC's were completed on time
        iii) BP
            (1) Number of graduate units now spelled out explicitly
            (2) Coaching experience was added
        iv) AP
            (1) Will recommend changing 2/3 majority back to unanimous votes
            (2) The AP states "Members may consult with discipline faculty at their colleges according to processes determined by each college." The other two Academic Senates prefer it worded this way as it does allow for different processes at different colleges. For Moorpark, however, we will consult our discipline faculty as we do currently.
                (a) If discipline faculty reply then we will base our recommendations upon their input
                (b) However, if there is no response from discipline faculty then the decision lies with the district DWEC
                (c) Suggestion from Council to have a system of alternates in case the regular members are unable to attend
                (d) We can formalize the process at Moorpark College ourselves
        v) Voted to approve with discussed amendments with Vance Manakas abstaining

d) Workgroup on Senate "bricks"
   i) The current criteria and timeline are as inclusive as possible for both faculty and administrators
   ii) Please bring to your departments and be prepared for discussion next Senate meeting for vote

e) AS Distinguished Faculty Chair (DFC) Award
   i) Vote to keep criteria as is passes with:
      (1) nays: Nathan Bowen, Traci Allen, Vance Manakas, Sharon Manakas, and Remy McCarthy
      (2) abstentions: Deana Franke, Ron Wallingford, and Dani Vieira
   ii) Vote to approve the document as is passes with no abstentions and one nay from Vance Manakas

IV) Information Items
a) VCCCD Decision-Making Handbook
b) AP 5055: Enrollment Priorities
c) BP/AP 4020: Curriculum Development
d) AP 4022: Course Approval
e) AP 4025: Philosophy and Criteria for Associate Degree and General Education
f) AP 4230: Grading and Academic Record Symbols
NOTE: information items are for information and if you wish to discuss them further please tell the officers or Council and that item or items will be moved to the business agenda

V) New Business
a) 'Countdown to Canvas'; report from the DE Committee: Presented by Lee Ballestero and Joanna Miller
   i) A few instructors trained elsewhere have been approved for online teaching here
   ii) Contact Joanna Miller or Tracie Bosket for requests on this front or more information
   iii) Online instructors must take the full training or apply for their previous Canvas training to qualify and be certified
      (1) Certification program is advertised as 40 hours (20-40 hours estimated)
      (2) If have online teaching experience already, then it may take significantly less time
      (3) All sandbox materials developed during the certification program can be rolled over to assigned classes later
   iv) There will be a number of training and tutoring sessions for those not teaching online courses
      (1) Such users are not required to be certified
      (2) There will be basic trainings and more specific trainings for those who have the basics down already
   v) Fri Feb 24th there is a district-wide DE summit at Oxnard 8:30am-3:00pm
      (1) Workshops, best practices, and things along those lines
   vi) D2L files will be backed-up/archived but there is a question as to how simple it will be to extract information, files, etc. from old D2L sites after July 1st

b) Moorpark College Strategic Plan 2016-2019 – draft
   i) Sets the focus of the college for the next 3 years
   ii) Five Strategic Directions
      (1) Each has specific goals and actions building up to these goals
      (2) Will look at these goals at the next strategic planning retreat—moved to Spring from Fall (provisionally May 5th)
   iii) To be voted on at next senate meeting

c) AS Award Procedures
   i) AS Annual Awards procedures
   ii) AS Great Teachers Seminar

d) Discussion of Academic Senate Student Scholarships

VI) Announcements

a) Feb 21st Board of Trustees Meeting
b) Mar 7th: Board of Trustees Meeting
c) April 3rd: Nominations close for Distinguished Faculty Chair Award
d) April 11th: Multicultural Day
e) April 11th: Board of Trustees Meeting
f) April 20th & 21st: self-assigned FLEX days (no classes!)
g) May 9th: Board of Trustees Meeting
h) May 15th: Academic Senate Year-End Brunch and recognitions