

Academic Senate Council Minutes

Tuesday, October 4, 2011 -- 2:30-4:00 p.m. in **Admin 138**

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in.
ASC Pres	Riley Dwyer	X	Visual & Applied Arts	Cynthia Minet	C.Marx	
ASC V.P.	Nenagh Brown	X	Health Sciences	Dalila Sankaran	X	
ASC Secretary	Lisa Putnam	X	History/Institutions	Patty Colman Rex Edwards	X	
ASC Treasurer	Kathryn Adams	X	Library	Mary LaBarge	X	
ACCESS	Melanie Masters	X	Life Sciences	Jazmir Hernandez		
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Linda McDill	X	Modern Languages	Raquel Olivera	X	
Business	Stephanie Branca	J.Finegold	Digital Media Arts	Svetlana Kasalovic	J.Miller	
Chemistry/ Earth Sciences	Deanna Franke	X	Music/ Dance	James Song Nathan Bowen	NB	
Child Development	Kristi Almeida	X	Health Education/Kinesiology	Jeff Kreil	X	
Counseling	Chuck Brinkman		Physics/ Astronomy	Clint Harper	X	
Computer Info Systems	Mary Mills	X	Student Health Center	Sharon Manakas	X	
Computer Sci/ CNSE	Christine Aguilera	X	Theater Arts/ Communications	John Loprieno		
English/ ESL	Sydney Sims	X				
EATM	Cindy Wilson	X	<i>Student Liaison</i>	Jonathan Foote	X	

Quick Recap:

Topic	Discussion/Comments	Action
AP 4021	Revisions and edits to AP 4021: Program Discontinuance. This version will be submitted to DCSL for consideration.	Our draft finalized and approved for submission to DCSL

2:30 pm—Call to Order

I. Public Comments : None.

II. Approval of Minutes

a. September 20 Minutes: Approved; September 29 Minutes: Approved as amended

III. Unfinished Business

a) Program Discontinuance and Consolidation: AP 4021 (Handout)

Follow-up on questions from last meeting:

- A version of AP4021 will go through DCSL on October 13, 2011. What that looks like at this time is unknown. If AP4021 does NOT go through DCSL, this means that we (MC) is exposed. The idea is that a process/procedure be in place by the end of the year. If the District does not follow through, Dr. Eddinger will use a process that MC ASC creates and approves. Will this MC version at least be on the table for DCSL? VC's will not be considered. MC's has been seen, and only one question has been raised. OC has not sent a version as of yet. This indicates that MC's will be reviewed at DCSL.
- In regards to District's "operating reserves" phrase, this phrase is not used by VCCCD nor the Vice Chancellor of Business Services. This language is not used in our documents, and therefore this cannot be used in this AP. This financial trigger, as it is written, will be removed. We will remove this phrase from our proposed edit of this document; we don't have the common language to use at this point. Move to remove these three lines: passed unanimously.
- Consolidation is a euphemism for program discontinuous. In Block 5, the President could use item #2 to recommend program consolidation across the district.

Discussion Notes Regarding Revisions and Edits

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FINAL VERSION ATTACHED BELOW

1. Recommend to use a, b, c.... in Block 1 -- Passes unanimously

2. Block 1, "E" bullet:

- Can we remove "wait lists" (Waitlists only allow for 5 students at a time)
- Concern with looking at declared majors as
- Many/most students do not declare majors right away
- Some areas of emphases do not have majors declared, per say
- Do we have a way to measure impaction of a major?
- Can we include # sections, overall enrollment and somehow a demand for sections.
- Can we use capacity? But that is dependent on room that is assigned.
- Can we just look at course enrollment
- Priority given to general ed, core or transfer course?
- Keep "other indicators" ?
- Delete this completely?
- We need to keep student demand – do not specify the rubric at this time
- Assumption is that each program has agreed upon metrics already (as stated in introduction paragraph)

Motion to Change: E. Student demand [1 No, 1 Abs. Motion carries.]

3. Block 1, Letter I: Amend I to exclude "retention and persistence rates"

- These rates could depend on factors such as instructor, personal life, finances, etc.
- Do we really want to not look at this?
- Student success is a trendy term that is used right now to mean the things listed in this item.

Motion to: Amend to read "Extent of course completion, number of degrees and certificates conferred and transfer rates." [2 no, 1 abs. Motion Carries]

4. Block 1, Letter D: Language is still not clear. If enrollment is being limited due to enrollment management decisions, this will change productivity numbers.

Propose: Analysis of the ratio of weekly student contact hours to full-time equivalent faculty (WSCH:FTEF) **factoring in reductions in program productivity caused by [administratively] imposed enrollment caps.** To be wordsmithed by ASC President and ASC Secretary to wordsmith this language.

5. Block I, second half, recommendation:

1. No action needed
2. Strengthen the program
3. Reduce the program
4. Review for discontinuance

Programs whose evaluations result in "review for discontinuance" shall be forwarded to the Recommendation Group.

6. Block II: fix "remediation" to revision in main paragraph

... the Recommendation Group has two options:

Option A: Program Continuance with Revision

The Recommendation Group proposes program continuance with revision, accompanied by a written justification addressed to the Executive Vice President. A two-year monitoring period is established, with a first-year progress report.

Option B: Program Discontinuance

The Recommendation Group proposes program discontinuance, accompanied by a written justification addressed to the Executive Vice President.

7. Block V, item #3: add "and staff"

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8. Proposed Composition of Recommendation Group (2/3 faculty representation minimum)

- 6 Faculty (one per division) members
- 1 Senate Officer
- 1 Counselor
- 1 Curriculum Co-Chair (faculty)
- Institutional Researcher (non-voting member)
- Plus, the # of Deans appointed by the President of the College
- *This will be reflected in the governance manual, not the AP, as this is a MOORPARK structure only.*

Motion to approve the above composition of the Recommendation Group for the first year. [(1 abs.) Motion carries.]

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AP 4021 Program Discontinuance

Reference: Education Code 78016; Title 5, 51022, 55130

The District's colleges will establish, with consultation with the respective Academic Senate, a Program Discontinuance procedure. The procedure will include, as a minimum, the following stages and elements.

I. Annual Program Review and Analysis

As part of the annual program review update process, all programs shall provide information and analysis with regard to an agreed upon set of program metrics. ~~which may include:~~ These measures shall be applied as appropriate to the respective discipline. Listed below in no particular order and carrying no particular weight, the metric may consider: ~~and may include:~~ (numbers were replaced with letters)

- A. Extent to which the program advances the district/college mission
- B. Extent to which the program addresses district/college strategic goals and objectives
- C. Extent to which the program duplicates programs offered elsewhere in the district or service area and the extent to which it provides a unique service
- D. Analysis of the ratio of weekly student contact hours to full-time equivalent faculty (WSCH: FTEF "productivity") factoring-in fluctuations in program productivity caused by manipulations of enrollment caps. with attention given to program caps pertaining to but not solely due to regulatory, facilities or contractual limits
- E. Student demand, ~~as measured by the number of declared majors, wait lists and other indicators~~
- F. Evidence of student achievement of designated program level student learning outcomes
- G. For career/technical programs, evidence of employer demand for program completers, such as job placement, minutes of advisory committee meetings), ~~etc.~~
- H. Extent to which program addresses ~~community~~ needs identified as part of ~~district/college~~ environmental scanning, as appropriate to mission.
- I. ~~Evidence of student success (~~ Extent of course completion, retention and persistence rates; number of degrees and certificates conferred, and transfer rates), ~~etc.)~~
- J. Currency of program curriculum in relation to employer demand and transfer institution requirements
- K. ~~Cost of program delivery relative to performance in relation to metrics 1-10.~~ Affordability of program relative to students served.

~~For~~ Each program will be analyzed based on the evidence from the agreed-upon metric. The outcome of the analysis will be a recommendation for identified for possible discontinuance, the Recommendation Group or alternative recommending body shall recommend one of the following courses of action:

- 1) ~~Program is current and vibrant, with no further action recommended~~ No action needed
- 2) ~~Attempt to~~ Strengthen the program
- 3) ~~Retain but~~ Reduce the program

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- 4) ~~Prepare~~ Review for discontinuance

II. Recommendation Group Review and Analysis

~~Each college[s] will form a standing recommendation group comprised of three faculty members and two deans to examine programs for possible remediation revision or discontinuance. Alternatively, colleges may choose to assign this task to an existing standing committee. The recommendation group will have a minimum 2/3s faculty representation, as appointed by the Academic Senate; the Executive Vice President shall appoint administrative representation, with majority faculty representation. The group makes recommendations to the Executive Vice President based on agreed upon program metrics.~~

Based upon its analysis of the program metric[s], the Recommendation Group ~~or alternative recommending body~~ has two options:

Option A: Program Continuance ~~or~~ and Revision

- 1) ~~The Recommending Recommendation Group proposes steps for strengthening or program revision~~ program continuance with revision, accompanied by a written justification addressed to the Executive Vice President. A two-year monitoring period is established, ~~including~~ with a first-year progress report

~~At the conclusion of the monitoring period, the program is re-evaluated through the annual program review process in relation to the program metrics.~~

Option B: ~~Preparation for~~ Program Discontinuance

The ~~Recommending~~ Recommendation Group proposes program discontinuance, accompanied by a written justification ~~addressed in~~ This must include the following elements to the Executive Vice President.

~~shall identify programs for possible discontinuance, accompanied by a written justification for the identification.~~

~~In addition to considerations regarding program vibrancy and viability, programs may be identified for possible discontinuance in the event that the projected district operating reserves for a fiscal year fall below 6 percent, thereby necessitating consideration of programmatic reductions.~~

III. Executive Vice President Review, Analysis and Recommendation

Upon receiving and analyzing the report of the Recommendation Group, and following consultation with discipline faculty, the Executive Vice President informs the area dean, department chair, discipline faculty and the Academic Senate President of programs that have been identified for possible discontinuance, accompanied by a written rationale for the recommendation.

IV. Academic Senate Review, Analysis and Recommendation

After reviewing and analyzing the recommendations and the supporting documentation of the Executive Vice President concerning possible program discontinuance, the Academic Senate shall respond with a justification of its agreement or disagreement.

~~Upon receiving notification of the recommendations of the Executive Vice President concerning possible program discontinuance, the Academic Senate shall review and analyze the recommendations and supporting documentation and take one of the following actions:~~

- 1) ~~Concur with the recommendations of the Executive Vice President; or~~

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- 2) ~~Demur with the recommendations of the Executive Vice President and propose an alternative course of action.~~

V. College President Review and Recommendation

Following ~~the his/her~~ review of the recommendations of the Executive Vice President and Academic Senate regarding possible program discontinuance, the President shall determine the proposed course of action with respect to each program so identified. The College President shall forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees and notify the area dean, department chair, discipline faculty and the Academic Senate President. The Chancellor and Board of Trustees shall be provided a complete record of the findings and recommendations of the Recommendation Group, Executive Vice President, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance.

Should the President recommend discontinuance, the President shall, in consultation with the area dean, department chair, discipline faculty and the Academic Senate President, develop a The plan that must include the following elements:

- 1) Timeline and process for Program Discontinuance approval at the local and state level
- 2) Provision for students currently in the program for completion or transfer
- 3) Provision for displaced faculty and staff where feasible
- 4) Provision for impact on budget and facilities

VI. Board of Trustees Review and Action

The Chancellor and Board of Trustees shall be provided a complete record of the findings and recommendations of the Recommendation Group, Executive Vice President, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance.

VII. ~~Implementation of Recommendations~~