

Moorpark College Academic Senate Council Minutes

Tuesday, October 1, 2013, 2:30 – 4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	
ASC Pres	Mary Rees	X	EATM	Gary Wilson	X	Rex Edwards (AFT Rep) Tracy Tennenhouse
ASC V.P.	Nenagh Brown	X	Health Education/Kinesiology	Jeff Kreil	X	
ASC Secretary	Nathan Bowen	X	Health Sciences	Jamee Maxey Alt. Dalila Sankaran		
ASC Treasurer	Mary Mills	X	Library	Mary LaBarge	X	
ACCESS	Melanie Masters	X	Life Sciences	Jazmir Hernandez	X	
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Dan Vieira	X	Music/Dance	James Song	X	
Business	Reet Sumal	X	Physics/Astronomy/Engineering	Ron Wallingford	X	
Chemistry/Earth Sciences	Deanna Franke	X	Social Sciences	Hugo Hernandez	X	
Child Development	Kristi Almeida		Student Health Center	Sharon Manakas	X	
Comm Studies/Theater Arts/FTVM	John Loprieno		Visual & Applied Arts/Media Arts	Lydia Etman Alt. Joanna Miller	LE, JM	
Computer Sci/CNSE/CIS	Vish Viswanath	X	World Languages	Raquel Olivera	X	
Counseling	Traci Allen	X	Curriculum Chair (non-voting)	Jerry Mansfield	X	
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>	Andrew Brown / Melvin Kim	MK	

Quick Recap

Topic	Discussion/Comments	Action
Basic Skills	We need to look at the availability of SIs for other courses, and note which sections have SIs in the schedule of classes. We should revisit the Basic Skills strategy in the context of the Student Success Scorecard.	
EdCAP WASC (ACCJC) Six-Year Cycle timeline	No discussion of note. The document was reviewed and accepted.	Approved unanimously
President's report	We are a little short on FTES. Strategies to increase FTES were discussed.	
Student clubs	Many faculty advisors for clubs are not pulling their weight, or are not properly trained. Department chairs can help fix this trend.	
AP 4240 – Academic Renewal	This document has been revised in cooperation with Oxnard & Ventura to come to agreement on policies for how students may apply for academic renewal.	Approved unanimously
Student Success	Four best practices need to be implemented by Fall: orientations, entrance assessment (for math and English), educational plans, and early intervention.	

2:30 pm—Call to Order

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

II) **Study Session** – Basic Skills report – Tracy Tennenhouse

a) Summary

- i) Pilot program: Four to five sections of Math 3 and English 2 are funded, with two components: a paid supplemental instructor (SI)—someone who has taken the class before, and knows everything about the class—and counselor. S/he meets with students to develop an 'Ed Plan,' and alert students to various services and events. For the cohort/non-cohort comparison of English over 10 semesters, there was not a

noticeable performance difference. For math, however, there has been a 5% increase success rate from the cohort (as compared to other non-cohort sections).

- ii) The central idea is to blend curriculum with student services. We discuss study skills, personal responsibility, critical thinking, and meta-cognition, but blend these things into course content.
- b) Comments:
 - i) From an ACCESS perspective, there needs to be a larger conversation about which courses are funded, especially with students struggling at lower levels (pre-college levels).
 - ii) It would be nice to include a resource packet to students that outlines how to read analytically, how to parse difficult texts, how to take notes, how to approach difficult problems, etc.
 - iii) Outreach to high schools to provide resources for college-centric study skills.
 - iv) We need to look at the availability of SIs for other classes, and note which sections have SIs in the schedule of classes. English cohort classes are identified in the schedule.
 - v) Revisit the basic skills strategy, in light of Student Success Scorecard.
 - vi) Revisit levels of English and Math that are funded.

III) Approval of Minutes

- a) September 17, 2013 – tabled until next meeting. These were not distributed via email as expected

IV) Reports

- a) Committees
 - i) CurCom, Professional Dev, Fiscal and EdCAP
 - (1) Curriculum:
 - (2) EdCAP:
 - ii) TCAP/FCAP:
 - (1) The new policy of combining Tech CAP and Facilities CAP with two representatives per division is raising concerns within the committee.
- b) Officer Reports
 - i) Treasurer: Mary Mills reported on ASC dues. She recommended that if members are not sure whether they are on autopay to have ASC dues auto-deducted, email Mary Mills to inquire. Mary needs your '900' employee ID number to create the list. She is still accepting checks as well.
 - ii) Secretary: minutes will be sent out via email with the agenda. All items are posted online as well.
 - iii) Vice President
 - (1) Sabbatical: The AFT contract is now in the approval process. This could mean minor changes for Sabbatical proposals. Interested applicants can submit drafts of proposals anonymously by October 14th, and a Sabbatical Leave Technical Review Group will review these for completeness and adherence to application requirements.
 - (2) Silent Auction for the Classified Holiday Lunch: Classified have requested that departments provided baskets for silent auction at the luncheon. Details to follow.
 - iv) President
 - (1) Program plans are underway for review.
 - (2) District level: our Fall FTES numbers: we didn't quite make our goal (Oxnard and Ventura Colleges did). We have fewer students this year than a year ago. College of the Canyons is experiencing 10% growth. They sent out 100k postcards, arena registration. We need to be aware that our funding growth will be determined by our ability to generate FTES. Word on the street is that it's difficult to get classes at Moorpark College. Faculty responded that they had received mixed messages about whether faculty were encouraged to add, limit, or maintain the number of students in their classes. Reinstatement of athletics programs such as baseball would definitely help us gain FTES and boost enrollment.
 - (3) Administrative Procedures (APs) and Board Policies (BPs) are coming soon for review (four for the next meeting).
 - (4) Ventura College has hired an interim VP; he will start this week. There is a new Vice Chancellor for Human Resources (HR). This change will perhaps allow for exploring ideas. For example, our emergency hiring procedures are not fluid. It has been suggested to create a pool of substitute teachers.
 - (5) A concern has been raised regarding student clubs. Generally speaking, faculty advisors to campus clubs are a weak link. There has been a real problem with advisors being inadequately trained, not knowing the guidelines and requirements. Department chairs: you can play a significant role in encouraging advisors to do their part, and attend training.
- c) Student Success Summit
 - i) Student Success will be emphasized at Fall Fling.
 - ii) Fifteen MC representatives will be attending a conference in October focusing on Student Success.

- iii) President's overview of Student Success:
 - (1) Because it is known that community colleges 'train the workforce,' there is a message (from Sacramento) that we need to increase completers and degrees. Four best practices need to be implemented by Fall: orientations, entrance assessment (for math and English), educational plans, and early intervention.
 - (2) In the classroom, how do we move from the concept of access to a success agenda? This 'success' approach is heavily rooted in the Student Success Score Card. Retention and graduation rates are the main focus. We need to figure out a way to quantify and record alternative methods that can bring to bear other ways that 'measure' student success.
 - (3) Suggestion: quantitate students' stated goals based on their 'Ed plan'. These would illustrate other goals besides completion, transfer, and certificates.
- iv) District Master Plan: our suggestions were heard and well received. Oxnard suggested that 'remedial' be changed to 'developmental'. This process has been a great demonstration of our (collective) feedback making a difference from the initial District draft.

V) Unfinished Business

- a) AP 4240 – Academic Renewal
 - i) Traci Allen reviewed Academic Renewal modifications:
 - (1) There are two ways to remove a grade lower than a C. Course repetition is one way. Academic renewal is another. The spirit of this is that a student who 'once was lost, and now is found' can move forward without past mistakes dragging them down.
 - (2) The petition process can only be done once. This cannot be repeated over and over again. A one-year window is consistent with other colleges. It used to be a two-year window. Part of the reason for this is the transfer process. A student can pick and choose up to 24 units s/he wanted to strike over the course of multiple semesters. Any changes with academic renewal do not eliminate the classes in question from showing on the transcript; these classes are coded differently, and an 'E' for exempt is added next to the letter grade. These changes can only reflect on the Moorpark College transcript. Transfer schools will be able to see that courses are exempted from being factored into the GPA, but they may elect to deal with the course as they wish.
 - ii) Motion to approved this document (with amended suggestions to clarify wording). Approved unanimously.
- b) Academic Senate goals for 2013-14
 - i) Please take a look at the action steps from the 2012-13, and work on drafting new ones for next meeting.
 - ii) We will provide actions items for this review at the next meeting.
- c) MoU with LaVerne and Moorpark High School
 - i) Information is still forthcoming.
- d) EdCAP WASC (ACCJC) Six-Year Cycle timeline (2nd reading) – motion to accept this draft. Approved unimously.

VI) New Business

- a) Online Orientation workgroup – we do have an online orientation. Ventura College received a grant and they have a 45-minute orientation (it is involved, with a quiz at the end). We can use this if we wish. There is another suggestion to have a modular orientation, with separate components that students may view without needing to follow a linear, long, one-time orientation.
- b) AFT Contract

VII) Future Topics

- a) Community Service – this has been put on hold. Adult Ed used to be under K12. The concern at the state level is that Adult Ed was not getting the money that they were supposed to be. So the thought process initially has been that this money would be handled through community colleges
- b) Facilities Master Plan
- c) Tech Master Plan
- d) District Policies

VIII) Announcements

- a) Fall Fling: Friday, October 4