**Moorpark College Academic Senate Council Minutes (DRAFT)**

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

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| STANDING MEMBERS | Guests |
| POSITION | NAME | PRESENT | POSITION | NAME | PRESENT | Rex Edwards (AFT Rep)Tracy Tennenhouse |
| **ASC Pres** | Mary Rees | X | EATM | Gary Wilson | X |
| **ASC V.P.** | Nenagh Brown | X | Health Education/Kinesiology  | Jeff Kreil | X |
| **ASC Secretary**  | Nathan Bowen  | X | Health Sciences | Jamee MaxeyAlt. 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 EtmanAlt. 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 | *Student Liaison* | Andrew Brown / Melvin Kim | MK |

**Quick Recap**

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| **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. |  |
| 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**

1. **Public Comments** (Those wishing to make public comments must be in attendance before 2:30pm)
2. **Study Session –** Basic Skills report – Tracy Tennenhouse
	1. Summary
		1. 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).
		2. 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.
	2. Comments:
		1. 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).
		2. 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.
		3. Outreach to high schools to provide resources for college-centric study skills.
		4. We need to look at the availability of SIs for other classes, and note which sections have SIs in the schedule of classes.
		5. Revisit the basic skills strategy, in light of Student Success Scorecard.
		6. Revisit levels of English and Math that are funded.
3. **Approval of Minutes**
	1. September 17, 2013 – tabled until next meeting. These were not distributed via email as expected
4. **Reports**
	1. Committees
		1. CurCom, Professional Dev, Fiscal and EdCAP
			1. Curriculum:
			2. EdCAP:
		2. TCAP/FCAP:
			1. The new policy of combining Tech CAP and Facilities CAP with two representatives per division is raising concerns within the committee.
	2. Officer Reports
		1. 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.
		2. Secretary: minutes will be sent out via email with the agenda. All items are posted online as well.
		3. Vice President
			1. Sabbatical: The AFT contract is now in the approval process. This has meant 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.
		4. 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.
			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.
	3. Student Success Summit
		1. Student Success will be emphasized at Fall Fling.
		2. Fifteen MC representatives will be attending a conference in October focusing on Student Success.
		3. 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 student goals (based on their ‘Ed plan’) that illustrates whether
		4. 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.
5. **Unfinished Business**
	1. AP 4240 – Academic Renewal
		1. 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 colored 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.
		2. Motion to approved this document (with amended suggestions to clarify wording). Approved unanimously.
	2. Academic Senate goals for 2013-14
		1. Please take a look at the action steps from the 2012-13, and work on drafting new ones for next meeting.
		2. We will provide actions items for this review at the next meeting.
	3. MoU with LaVerne and Moorpark High School
		1. Information is still forthcoming.
	4. EdCAP WASC (ACCJC) Six-Year Cycle timeline (2nd reading) – motion to accept this draft. Approved unimously.
6. **New Business**
	1. 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.
	2. AFT Contract
7. **Future Topics**
	1. 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
	2. Facilities Master Plan
	3. Tech Master Plan
	4. District Policies
8. **Announcements**
	1. Fall Fling: Friday, October 4