

# Moorpark College Academic Senate Council Minutes

Tuesday, December 3rd, 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	Martin Chetlen Chakameh Azimpour
ASC V.P.	Nenagh Brown	X	Health Education/Kinesiology	Jeff Kreil		
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		
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		World Languages	Raquel Olivera		
Counseling	Traci Allen	X	Curriculum Chair (non-voting)	Jerry Mansfield		
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>	Andrew Brown / Melvin Kim	MK	

## Quick Recap

Topic	Discussion/Comments	Action
District Human Resources	Concern about the timing for hiring process: This is creating a time crunch for hiring part-time faculty for next semester. Request for District HR: consistently broadcast adjunct hiring process to colleges. What is the new policy for ‘emergency hiring’?	
F/TCAP membership;	They need the membership to be approved so the committee can carry out business for this year.	Membership document approved with 1 nay vote
Making Decisions Document, 2.1.2.2: F/TCAP	Motion change to include one representative from ACCESS on the F/TCAP committee, separate from division; Motion to include one representative from Student Services Council; Motion to add one co-chair faculty member	All motions approved unanimously
AP 4240 Academic Renewal	Document as approved by other colleges and MC counselors presented (as opposed to the previously-approved copy of 4240 that was not the same approved by other colleges)	Approved with 10 yeas, 7 nay votes
Constitution and By-laws workgroup report	Vote of confidence to workgroup for their work as they move forward with these documents	Unanimous approval, with abstentions by workgroup
ASC Scholarships	Proposal of three scholarships of \$1000	Approved with one nay vote, two abstentions

## 2:30 pm—Call to Order

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

BIT committee: a reminder about how cheating and/or plagiarism issues are handled. There is a difference between reprimand and warning. A statement will be produced to outline policies. Faculty is encouraged to watch this and announce this in your class.

## II) Approval of Minutes

- a) **November 19<sup>th</sup>, 2013 – approved with edits, with three abstentions**

## III) Reports

- a) Committees
- i) CurCom, Fac/Tech, Prof Dev, Fiscal and EdCAP
    - (1) Curriculum Committee
      - (a) The committee has been working on a district level to ensure that courses are properly aligned. Departments will be receiving the information provided by district articulation officers, will be asked to review it, and this information will be sent to counselors to make sure the work is reflected in DegreeWorks.
    - (2) Fac/Tech CAP
      - (a) We have been asked to review the Technology Master Plan. The Facilities Master Plan Work group has been established. A Y'all Come was held to get campus input (just prior to this meeting). Technology and Facilities Prioritizations are commencing. When FRAWG or TRAWG reps get in touch with faculty, please be attentive to ensure a smooth and productive process.
    - (3) Professional Development
      - (a) Watch for a call for summer attendance to 'Great Teachers' to come in January.
    - (4) Fiscal
      - (a) Regarding international students, a workgroup has been formed at the district level to investigate the cost benefits and structure of increased enrollment for international students (and how funds would be received).
    - (5) EdCAP
      - (a) The gap analysis is commencing. Please be attentive if EdCAP representatives approach you for help in providing data.
  - b) Officer Reports
    - i) Treasurer, Secretary, Vice President
    - ii) President
      - (1) ACCJC is looking at the accreditation process; the idea is to ask for simplification so that faculty can spend less time focusing on accreditation and more time on teaching. There is a concern that the process is too time-intensive.
      - (2) Hiring process for Vice Chancellor of Budget is ongoing. This is a crucial position, and was the reason for the President Rees's absence.
      - (3) The hiring committee for a new college president is being assembled. It currently has four faculty members, and the committee is quite large, including former Moorpark College Pres. Walker.
      - (4) Concern about the timing for hiring process: Journalism, Chemistry, CNSC faculty cannot start with hiring pools until HR approval. This is creating a time crunch for hiring part-time faculty for next semester.
      - (5) Request for district HR: we would like the adjunct hiring process to be more consistently broadcasted to colleges.
      - (6) Question: what is emergency hiring, and does it exist as an AP? Previously emergency hiring was eradicated; with new VC of HR Michael Shanahan, emergency hiring is back, with a procedure in place for how to proceed. Mary R. will provide this.
      - (7) Holiday Lights: this is the one time a year that the Moorpark College Foundation asks for funds. The money goes almost entirely to scholarships in the spring semester. The tradition is also that they sponsor half the cost of the ASC bricks.
      - (8) Art Hernandez has requested to come visit the ASC. Suggestion: extend an invitation to all Board of Trustees members to visit the ASC. In January we'll send an invitation.
      - (9) If people have an interest of attending a plenary or a statewide meeting, please let executive officers know, so that people can get involved if interested. Accreditation, GE, and curriculum institute are the main examples. This is an open invitation to express interest (and can extend beyond ASC representatives).
      - (10) Enrollment management and student success:
        - (a) Mary's suggestions:
          - (i) What is the process for determining growth and planning for it? Does this need to be more comprehensive?
          - (ii) Are there graduation 'bottle necks'?
          - (iii) What is our strategy for offering math and English classes earlier in one's education?
          - (iv) What is our equity strategy?

- (b) Question: how can we encourage/help students enroll in classes that are perceived to be hard, and are therefore typically put off?

#### IV) Unfinished Business

- a) F/TCAP membership
  - i) **Membership document approved with 1 nay vote**
  - ii) Proposed changes to Making Decisions Document, 2.1.2.2: F/TCAP
    - (1) **Motion change to include one representative from ACCESS on the F/TCAP committee, separate from division; approved unanimously.**
    - (2) **Motion to include one representative from Student Services Council; approved unanimously.**
    - (3) **Motion to add one co-chair faculty member, a non-voting member of Academic Senate; approved unanimously.**
- b) Academic Renewal AP 4240
  - i) **Document as approved by other colleges and MC counselors approved with 10 yeas, 7 nay votes**
- c) Constitution and By-laws workgroup report 1
  - i) Constitution, article 4, membership portion: confusion about Academic Senate as opposed to Academic Senate Council
  - ii) **Vote of confidence to workgroup for their work as they move forward with these documents: unanimous approval with abstentions by those on workgroup.**
- d) **ASC Scholarships: proposal of three scholarships of \$1000 approved with one nay vote, two abstentions.**
- e) Possible “college hour”- tabled discussion until January meeting
- f) MoU with LaVerne – tabled discussion. Awaiting information from EVP.

#### V) New Business

- a) 1<sup>st</sup> reading of College Strategic Plan- Editing suggestions were made and will be included.
- b) 1<sup>st</sup> reading of Moorpark College Decision Making Document – Tabled. Awaiting draft modifications from EVP.
  - i)
- c) Division elections for committee representatives- Will notify Depts of need to have elections in early spring for Academic Senate and standing committees. Vice President Nenagh Brown will help coordinate the process.

#### VI) Future Topics

- a) Community Service / Adult Ed

#### VII) Announcements

- a) Y’all Come (Facilities Master Plan) – 1-2:30pm December 3<sup>rd</sup>
- b) Entertainment panel – 6pm December 3<sup>rd</sup>, EATM 208
- c) Baskets – due December 5<sup>th</sup>
- d) Holiday Lights – December 7<sup>th</sup>
- e) Classified Luncheon – 11:30-1pm December 12<sup>th</sup>

Add next meeting time.