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

Tuesday, **December 3rd, 2013**, 2:30 – 4:00pm in Admin 138

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| STANDING MEMBERS | | | | | | Guests |
| POSITION | NAME | PRESENT | POSITION | NAME | PRESENT | Martin Chetlen  Chakameh Azimpour |
| **ASC Pres** | Mary Rees | X | EATM | Gary Wilson | X |
| **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 | *Student Liaison* | Andrew Brown / Melvin Kim | MK |

**Quick Recap**

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| **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 a 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**

1. **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.

1. **Approval of Minutes**
   1. **November 19th, 2013 – approved with edits, with three abstentions**
2. **Reports**
   1. Committees
      1. CurCom, Fac/Tech, Prof Dev, Fiscal and EdCAP
         1. Curriculum Committee
            1. 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
            1. We have been asked to review the Technology Master Plan. The Facilities Master Plan has been presented (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
            1. Watch for a call for summer attendance to ‘Great Teachers’ to come in January.
         4. Fiscal
            1. 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
            1. The gap analysis is commencing. Please be attentive if EdCAP representatives approach you for help in providing data.
   2. Officer Reports
      1. Treasurer, Secretary, Vice President
      2. 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 has been 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:
             1. Mary’s suggestions:

What is the process for determining growth and planning for it? Does this need to be more complex?

Are there graduation ‘bottle necks’?

What is our strategy for offering math and English classes earlier in one’s education?

What is our equity strategy?

* + - * 1. Question: how can we encourage/help students enroll in classes that are perceived to be hard, and are therefore typically put off?

1. **Unfinished Business**
   1. F/TCAP membership
      1. **Membership document approved with 1 nay vote**
      2. 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 status about something; approved unanimously. [HELP FOLKS!]**
   2. Academic Renewal AP 4240
      1. **Document as approved by other colleges and MC counselors approved with 10 yeas, 7 nay votes**
   3. Constitution and By-laws workgroup report 1
      1. Constitution, article 4, membership portion: confusion about Academic Senate as opposed to Academic Senate Council
      2. **Vote of confidence to workgroup for their work as they move forward with these documents: unanimous approval with abstentions by those on workgroup.**
   4. **ASC Scholarships: proposal of three scholarships of $1000 approved with one nay vote, two abstentions.**
   5. Possible “college hour”
   6. MoU with LaVerne
2. **New Business**
   1. 1st reading of College Strategic Plan
   2. 1st reading of Moorpark College Decision Making Document
   3. Division elections for committee representatives
3. **Future Topics**
   1. Community Service / Adult Ed
4. **Announcements**
   1. Y’all Come (Facilities Master Plan) – 1-2:30pm December 3rd
   2. Entertainment panel – 6pm December 3rd, EATM 208
   3. Baskets – due December 5th
   4. Holiday Lights – December 7th
   5. Classified Luncheon – 11:30-1pm December 12th

Add next meeting time.