

Moorpark College Academic Senate Council Minutes

Tuesday, January 7, 2014, 2:30 – 4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Julie Campbell Lisa Putnam
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 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		
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	X	Visual & Applied Arts/Media Arts	Lydia Etman Alt. Joanna Miller	LE	
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		

Quick Recap

Topic	Discussion/Comments	Action
President's report: state of the college	A lot of excellent work has been taking place among faculty across campus that has improved our standing with the community and also generated positive feedback from the District. Our 'scorecard' reflects this. Many thanks to those of you who are helping us become a leading college on the state level.	
President's report: New Faculty Hires	Six to eight MC FT faculty positions are likely to be generated, with forthcoming job postings.	
Division elections for committee representatives	March/April will be the time to do this; constitution implies that <i>all</i> standing committee representatives need to be voted on, and that faculty co-chairs must be voted on as well.	Solicit feedback about this from your departments and divisions.
Moorpark College Strategic Plan	Suggestions from previous reading have been incorporated into version 3.	Approved unanimously
Great Teachers	Sunday August 3 rd , to Friday August 8 th . Motion to approve process and minor changes to Great Teachers Seminar Procedures	Approved unanimously
Moorpark College Decision Making Document / SLO committee	Proposal for a new committee designed to bolster the culture of SLOs and effective (and not burdensome) assessment.	Solicit feedback about this from your departments and divisions.
College Hour	This is recommended by Student Success Task Force, and can take shape in a variety of ways.	Solicit feedback/suggestions from your departments and divisions.
Distance Ed Committee proposal	Proposal for a new committee dedicated to Distance Ed on the college level, ready to interface with District Distance Ed Committee.	Solicit feedback, etc.

2:30 pm—Call to Order

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

- a) Emergency hiring inquiry
 - i) District HR was flexible in letting us follow our emergency hiring processes in order to accommodate urgent needs

- b) Equivalency committee for a Journalism position
 - i) Regarding minimum qualifications: District HR decided a candidate did not meet minimum qualifications within Bachelors degree even though they did for a Masters. The Equivalency Committee determined the candidate did meet minimum qualifications, but District HR did not, causing confusion and frustration. This was a rare case where the qualifications for the Bachelors degree were called into question. Policy regarding minimum qualifications on Bachelors degree could use clarity.
- c) Enrollment is down across the district (roughly 6%). We have not reached the enrollment we are hoping for, though internships and late start classes have not been included yet. We're roughly down 3% at our college. We have had an aggressive ad campaign. Summer might be an option for making up FTES.

II) Approval of Minutes

- a) **December 3, 2013 – approved unanimously**

III) Reports

- a) Committees
 - i) CurCom, Fac/Tech, Prof Dev, Fiscal and EdCAP
 - (1) Curriculum
 - (a) Lists of comparable courses between district colleges are being distributed to faculty chairs as a matter of verifying that the courses are comparable.
 - (b) For courses that have different units at different colleges, after the initial assessment occurs, this might be a point for discussion at the faculty level.
 - (c) Question: if one course from another college does not match the similar course from here, should we initiate a conversation between college departments about generating consistency? Answer: Yes, especially if another college is not following a C-ID descriptor for that class, since these will go into effect by end of Spring.
 - (2) Fac/Tech
 - (a) Requests for Fac/Tech classroom needs are in process of prioritization. Please stay tuned and be ready to work with them.
 - (3) Professional Development
 - (a) An invitation for an ASC study session has been sent. We're waiting to hear back for a time from the Fac Dev Committee.
 - (b) Reminder: 1st Wednesday of the month is always the time Fac Dev meets to review Faculty Travel Request forms.
- b) Officer Reports
 - i) Treasurer
 - (1) Autodeduct has taken place (with a few exceptions), leaving us with a slight discrepancy of \$125 less than originally estimated.
 - (2) We're looking for catering suggestions for the End-of-year Luncheon as well as ideas on the theme for the event. Please email Mary Mills at mmills@vcccd.edu.
 - ii) Secretary
 - (1) Regarding Outlook invitations, we are *not* planning on meeting February 18th and April 1st, so please delete these meetings from the calendar manually within Outlook.
 - iii) Vice President
 - (1) District Sabbatical Leave Committee met. The four proposals from Moorpark College have been advanced to the Board of Trustees for approval.
 - (2) The District Sabbatical Leave Committee will be meeting in February to discuss the new contract language to encourage transparency and consistency between colleges.
 - iv) President
 - (1) Inviting the Chancellor and Board Members to ASC or for a campus meeting? We'll start with our meetings first.
 - (2) We are in a good state. I want to validate and highlight a lot of great work being done across the college to interface well with the community. Community involvement includes wonderful winter performances by theater, orchestra and chorus, athletic competitions and Year of activities.
 - (3) The scorecards are out there, and we look good comparative to other colleges in the state.
 - (4) New hires: Herbert English in EOPS, Matt Morgan in Philosophy, Alison Hoffman Han in Film Studies, Haleh Risdana in Theater, Megan McFadden as Outreach Specialist. Six to eight full-time hires will be coming in the fall. Counseling will also have part-time hires and assistants. The announcements for these positions are forthcoming.
 - (5) Student Success Task Force is going to bring big changes, driven by the State. This is something that is ongoing and we've been taking a leadership role on this for the District. We're working to come up with a helpful tool as an online orientation that will be informative, but not a burden.

- (6) Every BOT meeting, Moorpark College is receiving a compliment. This is showing a positive trend in the discourse between the Board and the College.
- (7) We're investigating whether we qualify as a Hispanic Serving Institute. This could open the door for funding down the road if we qualify.
- (8) We still have an interim on the Vice Chancellor of HR.
- (9) Faculty has had a big hand in the District Master Plan, facilitating substantial changes to initial drafts, demonstrating a great amount of involvement between District and college faculty.
- (10) Faculty will be involved in Enrollment Management Plan, Student Success Report, and Student Equity Report. This is a positive trend.
- (11) After Program Plan review, though nothing is official, things look really good in general.
- (12) Faculty were involved in development, writing, and reviewing of the Mid-Term Accreditation Report, the Decision Making Document, and the Moorpark Strategic Plan.

IV) Unfinished Business

- a) Division elections for committee representatives
 - i) March/April is the rough time we are aiming to do elections. Interpretation of our by-laws implies that voting should be not just for Senate positions, but positions in all standing committees (CurCom, Fac/Tech, Prof Dev, Fiscal and EdCAP). The group supported this interpretation.
 - ii) Faculty Co-Chairs
 - (1) The Senate Council should do this voting (the constitution is clear on this), and this voting would need to take place at the same time. We would need to collect recommendations and remind departments to submit in a timely fashion.
- b) 2nd reading of Moorpark College Strategic Plan
 - i) **Motion to approve version 3.1, which has incorporated suggestions: approved unanimously.**
- c) ASC Scholarships
 - i) We need three volunteers from this council to review and award scholarships. The time to convene would be in April. Mary Mills will be non-voting, but on the committee.
 - ii) If nominating a student you will be unable to serve on the scholarship review.
 - iii) Question: how many applicants do we normally get? 6-10 in previous years.
 - iv) If you are interested in nominating a student, you can tell a student, but then they have until noon, Friday, April 11 to complete their application and apply.
 - v) The memo with instructions and forms will be placed in all full-time faculty and part-time faculty mailboxes soon.
- d) Constitution and By-laws workgroup report 2 - tabled
- e) MoU with LaVerne - tabled

V) New Business

- a) Great Teachers
 - i) Sunday August 3rd, to Friday August 8th: it is impossible for summer term faculty to attend Great Teachers.
 - ii) ngtm.net in Santa Barbara.
 - iii) If you have any questions, please get in touch with Nenagh Brown as soon as possible.
 - iv) We have room for somewhere between 3-4.
 - v) Suggestion: change wording on the 'other faculty' to include wording 'other faculty *who have not yet attended*.'
 - vi) **Motion to approve the process and the minor change to the Great Teacher Seminar Procedures: approved unanimously.**
- b) Faculty Chair Awards – tabled.
- c) 1st reading of Moorpark College Decision Making Document
 - i) SLOs have a five-year cycle to have student assessments, with a five-step process (see handout)
 - ii) we are proposing the formation of a faculty-driven committee to help keep SLOs moving in the right direction and being useful in a campus cultural sense.
 - iii) Where would this committee be housed? The creation of a workgroup? A one-year trial? Under ASC or EVP's office? Suggestion: If under EVP, it would perhaps do a better job of including groups or services that are not under the ASC purview.
- d) Possible "college hour"
 - i) Student Success Task Force have emphasized the idea that faculty need time to work together.
 - ii) College hour can be used for a number of things. Faculty/department meetings, etc. But this hour would be for student services, classified, and most importantly, for students. Sixty percent of the student success initiative funding is going to come from services. We need to institutionalize our time to allow students to be able to access those services.

- iii) We need for this council to solicit feedback from your departments and divisions about this. We will need to collect suggestions for how to structure this, whether to implement it, etc.
- e) Distance Ed committee
 - i) Please solicit feedback from your departments/divisions about a DE committee on the college level. We have a dean in charge of Distance Ed (Lisa Putnam). This group would help the college stay in line with monitoring accreditation guidelines. It could also be involved in enrollment management.
- f) Disaster/safety
 - i) Please work with your Deans to view and discuss emergency video. Once the Deans have reported back on completion of this step the Emergency Preparation Committee will convene. The Emergency Preparation Committee is anxious to continue work on emergency preparation measures and processes.

VI) Future Topics

- a) Community Service / Adult Ed

VII) Announcements

- a) May 15th Year-end Luncheon