Moorpark College Academic Senate Council Minutes <mark>DRAFT v.3</mark>

Tuesday, Oct 06, 2020, 2:30 – 4:00 PM via [Zoom](#)

Mission Statement*: With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

All handouts are available on the [Academic Senate handout website](#)

I. Public Comments
(Those wishing to make public comments must be in attendance before 2:30 PM; 3-min limit)

a) Marnie Melendez – Reminder tomorrow October 7 we have a special presentation from chief medical officer 3-4pm regarding Covid and the LantinX Community. It is in your portal. Here is the info posted in chat: "There is increasing evidence that the Latinx community is being disproportionately affected by COVID-19. Join us for an online webinar with our special guest panelist, GAGAN PAWAR, M.D. Chief Medical Officer of Clinicas del Camino Real, Inc., who present relevant information and insights about the realities of COVID-19 in our Hispanic/LatinX local communities. JOIN THE WEBINAR: https://cccconfer.zoom.us/j/95892654493"

b) Jolie Herzig – I would like to make a public comment. I am pretty disappointed that the Spring 2021 schedule is so delayed and it is not the only semester this has happened. I know it is a group effort. It would be better to have the schedule posted earlier. Oxnard and Ventura posted their schedules a week in advance.

c) Vance Manakas – Thanks to everyone who attended the Athletics Racial and Social Justice event. Thank you all in the Academic Senate who were there.

d) Roger Putnam – A couple of people from my department just to put on the Academic Senate's radar. The digital student ID's. Make sure that we are all on the same page. Are they used for Proctorio? In lieu of physical ID's in the future?

e) Scott Pugh – A couple of virtual events. On October 7th at 5pm we are having a webinar with a psychology professor regarding suicide prevention month. Register here: https://cccconfer.zoom.us/webinar/register/WN_4lOuAbQoRxKPWu6zB5zjUw Also, Virtual Club Rush will be Oct 9 and Oct 10 12-2pm Zoom Code: 997 0273 9105 - no password

f) Svetlana Kasalovic – Beth McGill, our dance faculty, is working on a professional development series fostering creativity. She is creating a document continuing her ideas so far and looking for feedback. Invite you all to reach out to Beth directly if you would like to be a part of the project.

g) Hugo Hernandez – Thursday from 4:30-5:30pm. Tenure committee review meeting during the time of covid. If you know of anyone on a tenure committee, please let them know. Second thing is that there is an AFT executive council meeting on Friday from 1-4 Zoom, feel free to drop in.

h) Nathan Bowen – Stream Jam is coming up. Music technology online streaming concert. We record videos of ourselves prior and then stream them and fun way to connect and have a dance party. Dropping a little flyer to spread to your students. October 22nd on Twitch.

i) Sydney Sims – New Faculty Orientation is having presentations on Thursday meeting for e-portfolios. Please let interested faculty know.

II. Approval of Minutes (Consent)
a) Erik – Comments on the minutes from September 15, 2020? No comments. They seem to accurately reflect what happened.

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III. Unfinished Business

a) Academic Senate Council and Standing Committee Representation Updates (Consent)
   i. Erik – Anyone have comments on this? None.
b) Credit for Prior Learning BP & AP 4235 (Consent)
   i. New legislation (AB 3000; Title 5 §55050) requires policies, procedures and implementation for credit for prior learning by December 31, 2020. The credit by examination BP and AP have been updated to include this broader category.
   ii. Erik - Curriculum just discussed this today and made a recommendation for us to approve. An expansion of credit by examination, which we have been doing for a long time. It got moved around a little bit to reflect new features. Military service can already get credit for prior learning. Higher sensitivity to work experience and credentials that could reflect prior knowledge. Instead of having them retake classes they already know. It was pointed out that this is additional work for faculty to consider. This comes from legislation and it has been put in Title 5 already for a December 31st deadline for policies and procedures. Curriculum's idea is to set up some workgroups to look into a little closer at our campus using Palomar College's pilot program ideas as a guide. Start there and then have our discussions next semester within each discipline. It would be formalizing that process. Yes, we should really give credit through specific disciplines. A lot of these are options already, but just formalizing those. Any questions or comments?
   iii. Question - Can we just move this along or do we need two readings?
   iv. Erik – I like to give two readings. This is our last chance to give input before it goes to Cabinet and the Board.
   v. Question – All this is just a theoretical approval and then the next semester the departments will hammer it out?
   vi. Erik – Credit by exam has always been discipline faculty and that hasn't changed. Basically the legislature is asking us to revisit our thoughts. Maybe it works for the students whether we want to give credit for other options or not. This is just the procedures or policies. Further details will be next semester, correct.
c) Approval of Consent Agenda
   i. All items marked "consent" above will be approved with a single motion and vote. Any senator may request that an item be pulled from the consent calendar for individual vote and/or further discussion. Consent calendar includes:
      1. Approval of draft minutes for Sep 15
      2. Ratification of committee membership updates
      3. BP & AP 4235 credit for prior learning
   ii. Motion by Sydney Sims with a second by Jolie Herzig
   iii. Consent agenda unanimously approved with abstentions by Gary Wilson and Jazmir Hernandez.

IV. New Business

a) Welcome to Julius Sokenu, President of Moorpark College, by Erik Reese
Visit by the college president to engage with faculty, answer questions, and discuss directions related to faculty prioritization.
   i. Julius Sokenu: Thank you so much for the opportunity to speak with Academic Senate Council. The opportunity to engage with you is a highlight of my responsibilities to the college and thank you for the work you do with everyone including students and classified professionals, particularly during Covid and the economic downturn that we are experiencing. I appreciate you going the extra mile. I know the faculty are under a lot of stress but you are dealing with it on a daily basis trying to do what is best for our students. As a faculty member, counselor, health center, your role is to help our students accomplish their outcomes and doing it in a safe manner. Thanks to faculty for being compliant with our screening procedures and as we introduce QR codes next week so we can track

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and trace covid infections in an easy way. Thanks to department chairs or coordinators but you are also leading colleagues along in our work to make sure learning is happening and done with an ethic of care. As Erik mentioned, I want to talk to you about faculty prioritization and faculty ranks. If you have any particular questions, I will take them as they come. I want to set a context for faculty prioritization. It is outside of the college but it is key. Most significant is that there is so much uncertainty of what it might look like come January. We might have some intonations but we clearly do not know that. I can't stand here and tell you how many faculty members we will be hiring. There is still a question if there is going to be a second stimulus package. There are some adverse factors that may influence money. Declined about 8% for the district in units and for our college about 3.5%. Head count has increased by 1.35% for our college but the funding is dependent on our FTES that have decreased by about 5%. We are in challenging economic times so that to put up expenditures at this time we need to be very cautious and very strategic so that we make decisions that we can support in the coming years. Similarly, we know that there has been no increase in the cost of living from the state. Even though we are being held harmless by the budget. As a college district and college our finances our based upon the previous year's budget we are still subject to the fact that there is no cost of doing living increases. Cost of operation is increasing but the hold harmless doesn't address that. We have as of now that I know of three retirements that have been articulated and expressed. If you do have colleagues or anyone who is retiring please submit your retirement paperwork it will help your department moving forward. We are not encouraging anyone to retire, I am just saying for your colleagues who are already retiring to submit paperwork to potentially benefit. We have exceeded the Faculty Obligation Number (FON). We are 26.3 faculty members over the FON. The number for this year is being calculated. There are disciplines that are struggling along and it would be irresponsible of us not to acknowledge that there is need. The context is demanding more of our faculty members. We will probably continue exceeding the FON. If we fill the positions, and we probably will have to. That decision will be informed by certain economic factors. In the college district they are encouraging us to prepare for the demand that will be coming once there is a vaccine and students start coming back then there will be demand. Early 2000's and early 2010's we were turning students away. There is that potential in the horizon. We need to figure out where we put our money. We will always need math faculty, English faculty, sciences faculty. We always invest in those disciplines but also others because there has to be equity. We acknowledge the fact that community need that helps provide essential skills to get training and back to work in an economy that is nascent where we invest our resources. We also know that it is important in the landscape that we are functioning. We have three faculty members funding through strong workforce program. It barely missed the chopping block in May. If that happens in Jan we will have to transition those faculty members to general funds. Which will impact prioritization. We should be thinking though the faculty prioritization. It is gloomy and not encouraging, but I do want to remind that for this year we hired 9 new faculty members. I hope we get to a point where we can keep doing that. Right now the picture does not look promising. How are we making decisions as we always do – look at the need on the campus – economic pressures we face – look at how we balance between large departments and small departments – look at disciplines at much demand and always depending on part-time faculty members. A range of factors you are already familiar with. College president will respond to your recommendation with feedback. It is worthwhile to do the prioritization. In past years we got money at the last minute. Tough years are coming. I appreciate you being strategic and prudent with what is best for students in mind. Our priorities need to align with our need or demand. Any questions about anything?

    ii.   Question – Julius, you mentioned that we cannot always feed large departments. We do have to acknowledge the role that smaller departments offer in diversity to the college. What are the best arguments for smaller departments? For example, in one department full time faculty teaches 60% of the classes consistently. But it hasn't been acknowledged as a strong point. How to present our case as a small department?

    iii.   Julius – Every single department sees their request as priority. Every department small or large wants to do the best by their students by hiring more faculty. Consider the factors that you have

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established as an academic senate council. The metrics presented to council are effective. Those are the appropriate metrics. As you prioritize, that you bear in mind the department's ability to help support economic development, since targeted monies will go to help invigorate the economy. Basic literacy too as a foundation. All departments might be eligible for those resources. The departments that are supporting economic growth or potential will probably have additional resources for hiring and for equipment requests, etc. I do think it is very important for the department as you present your request. I'll be looking at what is best for the college with consultation with vice presidents. How will we distribute resources of the college to address the needs of different kinds of programs? Not all programs directly related to career development. When we look at our departments, they arechronically understaffed. Just big departments because demand is always there? Or midsize departments that we can hire someone who can meet multiple needs of the institution? Then we can meet that. I don't have the magic bullet so to speak. Look at your enrollment numbers. Look at how your program is supporting other programs in career, jobs, or transfer. All those things matter. I will be looking at that as indicators as effectiveness.

    iv. Comment – Thank you Julius.

    v. Question – At our last academic senate meeting we approved Black lives matter resolution at Moorpark College. Where are we about posting something on the website supporting racial and social justice with our people of color and Black students to be in solidarity with this movement? Have you considered something like "Black lives matter at Moorpark College" or "we support racial and social justice…."? What are your thoughts on getting that through?

    vi. Julius – Congratulations on passing the statement on Black lives matter. Incredibly courageous act on the part of the faculty of this college. We did see the resolution in the executive council. It is complete and ready for publication. We are looking at how we frame our social justice work and how we present that as an informational document. What kind of website? What kind of presentation? Once we start crafting that then a space? A venue? A web hub where all this information about our commitment to racial and social equity. A place for resources that many people have developed in the social justice workgroups. Thanks to the library for hosting some of those resources already. It will be going on a particular location on our website. We want to make sure it is prominently displayed but also easily navigable to utilize it in a meaningful way. I appreciate the feedback that came from your group. Now that we have that information, we will hand it over to marketing and web design folks to best represent your great work.

    vii. Question – Do we have a plan for the Moorpark College schedule to be posted for spring semester? Ventura and Oxnard have had it posted for a week.

    viii. Mary – It should be up today or tomorrow at the latest. We had some problems with some of the classes weren't submitted according to. We also had a data tech on paternity leave. We are late. It should be resolved today or tomorrow. We will have to hold people to the schedule deadlines tighter in the future.

    ix. Question – I am relatively new to Academic Senate. What weight does our faculty prioritization have on your decision?

    x. Julius – The recommendations of academic senate council are incredibly important in the final decision to fund a position. The departments have articulated their needs in their program plans. I take it very seriously. Having been in that position in my previous life. I value the prioritization process. But I have to say is that they are seen as recommendations to the college president and that sometimes the president has some limitations that are not apparent to the larger college community. My goal last year was not to make extensive decisions but to fund as much as possible. The recommendation has been informed by the mentoring and the advocacy of our deans and our vice presidents. What you present is very

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important. If there is any deviation I will explain why. If there are any modifications I will sit with those programs if there is a change before hand so there are no surprises. The larger issue is how many can we fund. The ranking comes into place if there are essential positions that will do both foundational and career prep work those are evident in the decision making from the office of the president. Your voice is loud and I value your work. I want to make sure I honor the deliberation that it went through.

    xi.   Question – What is the process exactly?

    xii.   Erik – We will discuss those detailed process in a moment as they are on the agenda. Thank you to the president, vice presidents, and deans for joining us today.

    xiii.   Julius – If you have any questions feel free to reach out to us.

b) Welcome to Oleg Bespalov, Dean of Institutional Effectiveness, by Erik Reese

    i.   Dean Oleg Bespalov is here to go over the data resources. The program plan data report was done as of a few hours ago. Our college's jobs were getting posted late in previous years so we are trying to move our prioritization earlier in the year. Oleg has a guide for an effective use of the data to help us make better decisions. We will run through the data and then how the process works. We will get these new documents out to you in time for the faculty prioritization meeting.

    ii.   Oleg – Sharing his screen. "Guide for Effective Use of Data for Prioritization". The office supports data to help the prioritization decision making. It is a holistic process, but want to provide some data that we thought would be helpful. The bulk of this data comes out of the Program Plan Data Report generated by the district. It has a whole bunch of columns. What we tried to do is create this guide that tells you which columns to look at and which are relevant. The first criteria is – full time to part-time ratio as indicated by percent contract, column R. Last year the feedback was we couldn't see the column name so we corrected that for this year. This is the most salient metric. If the majority of your sections are being taught by part-timers. That usually starts to create the case for hiring a full-time faculty member. If you want to see just fall you can always use the filter. If you happen to have internal data that are better for some reason please feel free to reference your own personal data that is not captured here. Also, if we did hire a full-time what would that ratio be? If your ratio is 40% and you hire a full-timer then it could become 90% in a small department.

    iii.   Erik – These number 3), 4), 5), referred to on the data guide, correspond to the criteria in the faculty assumptions document.

    iv.   Oleg – 4) Productivity, for this one we have four different metrics. FTES is just another way of saying enrollment in your program. If your program is growing your FTES is growing, too. You are hiring more people, then that shows demand in the program and justification. Also, the 525 is a measure of average class size. The best thing I can say is it means you have an average class size of 35. If you have a class size of 35 the college breaks even. If you have more than 35 than the college makes money. Less than 35 and the college loses money.

    v.   Erik – The 525 is the break-even productivity number.

    vi.   Oleg – Consider some programs may not be able to have larger classes. The idea is that the large classes balance out the small classes. It is an important number but not the only important number. %Cap in Column J is the fill rate of your classroom. If your class cap was 100 and 90 students showed up then you have a %CAP of 90%. It shows demand or efficiency. If your %CAP is high then you are running out of space in your classes. Sometimes your FTES can't go up because you don't have somebody to teach additional sections. The %Cap can tell a good

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story. People want this class but I can't offer it. Next one includes program demand….5) A little overlap between 4) and 5) representing data on growth. Column H, M, and N. These three data points saying the same thing. Census enrollment, FTES, and WSCH Weekly Student Contact Hours. Last is 9) we provide a couple of success metrics we thought would be relevant to the program in column K and L. Usually focus on success in your program plans. Percentage of your students in your course that got an A, B, or C, probably the metric that matters the most to everybody. You can structure your argument by comparing to the school as a whole. Or compare the success rate as the best in the state, for example. We also have another data source that summarizes the number of certificates and degrees awarded. The new funding formula includes a component for awarded degrees and certificates. Therefore, if a program is seeing upward trends that will be helpful in mentioning and addressing this particular item. Does anyone have any questions?

    vii.   Erik – This data and guide is hot off the presses and are all on our Academic Senate website as "bonus material". They will be organized and made available before next meeting. Feel free to talk to me, the other officers, or department chairs because there may be specific ways to look at your data.

    viii.   Oleg – You may have additional data that I have not provided such as, job opportunities, dedication to the community, production to the community, etc.. Just because I didn't provide the data doesn't mean it isn't relevant to the process.

    ix.   Erik – Thank you so much for the whirlwind data tour. All the officers are here to answer questions as well. Thank you so much Oleg. Combined with that is our process for the faculty prioritization. We just reminded Council of a few key points at an earlier meeting but now turn to an overview of the process.

c) Overview of Faculty Prioritization Process by Erik Reese

Review and discussion of the faculty prioritization process and discussions from last year for further refinement of the faculty prioritization assumptions, criteria, and ground rules. An electronic voting process will be adopted for our virtual meeting.

    i.   Everyone looks at the data and looks at initial guesstimates. You do your homework on where the need is for the college as a whole. These are tough decisions especially with the downturn.

    ii.   Each request may present your department's need. Presentation times are 3 minutes or 6 minutes for more than one request.

    iii.   Final decisions on a ballot, a draft of which is posted. Super big thank you for those responding on Friday afternoon regarding faculty requests. Thank you.

    iv.   27 positions for general funds currently listed. We rank each as high (5), medium (3), or low (1), 1/3 or 9 of each category. Type in your ranking as 5, 3, 1 in the excel spreadsheet.

    v.   There are 2 categorical requests. Last year we included a yes/no vote. There was feedback on including them simply as information without a vote. We will discuss that shortly.

    vi.   Mandated position is Athletic Director. The program does not exist unless this position exists. There is no vote for this request.

    vii.   Does the ballot process seem reasonable? The total number of 5's, 3's, and 1's are kept track at the top and it turns green when it is the right number. We will go over this again at faculty prioritization.

    viii.   Please include your name and phone number and send from your vcccd email address that acts as your signature to both Nicole and I. We will put it on the master sheet and for prioritization. The highest number will be ranked at the top. Any

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comments on the ballot?

ix.   There were over 120 requests from program plans on the initial list. Please, when you write your program plans only pick faculty requests for full-time faculty requests.

x.   Question – Where are the documents posted? On the academic senate website?

xi.   Erik – Yes. We will post those quickly on the Senate site now that we have all of the documents.

xii.   Comment – Can you put them in an email with a link so we know exactly where to find them?

xiii.   Erik – Yes absolutely

xiv.   Question – Usually how long is the meeting slated for?

xv.   Erik – 2:30-5pm October 20th, an extra hour longer than usual. We will update the calendar invite. Thank you for the reminder. If there is anyone giving a presentation who has time constraints due to class for example, let us know and we will do our best to work around their schedule. Anyone can speak but only voting Council members can vote.

xvi.   Erik – I hope you have had a chance to go through the assumptions, criteria, and ground rules. Oleg's document refers to criteria that are in this document. President Sokenu did say he takes them seriously. Let's focus on the questions we had to figure out for the process coming up in two weeks. Most are pretty straight forward. We never finished the discussion about categorical funds. What do we want to do about categorical funds?

xvii.   Comment – Shared screen is blurry. Might be a connectivity issue. When you scroll it doesn't focus.

xviii.   Erik – What do we want to do about categorial funds? As we know we are a recommending body.

xix.   Comment – Did we already vote on this? I made a motion on this and we voted.

xx.   Comment – We definitely have not voted on this this semester.

xxi.   Erik – We mentioned it.

xxii.   Erik – I added your statement into the updated document.

xxiii.   Nicole – I am dropping the file into chat.

xxiv.   Erik – We have to vote on this today. There were three items. We can consider individually or motion to approve all three at once.

        1.   The suggestion was the idea that the categorical are listed as information. These positions still present but there is no vote. I had added that text. Do people have further discussion on that?

        2.   The other item if you are not there for the entire meeting then you do not get to vote. I added another line that said that technological problems would not exclude somebody from voting. We will be flexible.

        3.   The other stuff I crossed out from last year. I highlighted everything in red to make it easier to find. We have three minutes for one request or six minutes for more than one request.

xxv.   Comment – If it was exactly the same request it should be three minutes. If it is slightly different than they can get six minutes.

xxvi.   Comment – Some might seem the same but are actually different requests.

xiv.   Erik – If we keep it as is then every position effectively receives three minutes. Are we okay with that with our new environment? The last thing is that we are using an electronic ballot and not a paper ballot. We ask for a phone number and your name.

xv.   Comment – Email to both secretary and president?

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xvi.   Jolie - I motion to approve the assumptions with changes.

xvii.   Erik – Yes, email to both so that we can separately go through the prioritization as a check to make sure it was performed correctly. This is a public vote. Your name is supposed to be added to the ballot as part of the Brown Act.

xviii.   Jolie – My motion stands.
1. Marnie seconds.

xix.   Erik – We are voting for assumptions with all the amendments. (Voting)
1. Approved unanimously with an abstention from Jazmir.

V.   Adjournment
a) Adjourned by Erik Reese at 4:01pm

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ACADEMIC SENATE COUNCIL REPRESENTATIVES 2020 – 2021

POSITION	NAME	Present	POSITION	NAME	Present
ASC President	Erik Reese	ER	Library	Danielle Kaprelian -	DK
ASC Vice President	Tiffany Pawluk	TP	Life Sciences	Jazmir Hernandez Audrey Chen	-
ASC Secretary	Nicole Block	NB	Mathematics	Marcos Enriquez Phil Abramoff	ME / PA
ASC Treasurer	Ruth Bennington	RB	Media Art / Comm Studies	Jenna Patronete -	JP
ACCESS	Jolie Herzig Silva Arzunyan	JH	Performing Arts	John Loprieno Nathan Bowen	JL / NB
Athletics	Vance Manakas Mike Stuart	VM	Physics / Ast / Engr / CS	Chrystin Green Scarlet Relle	CG
Behavioral Sciences	Dani Vieira Kari Meyers	DV	Social Sciences	Matthew Morgan Susan Kinkella Rex Edwards	MM
Business Administration	Josepha Baca Reet Sumal	JB	Student Health Center	Sharon Manakas Silva Arzunyan	SM
Chemistry / Earth Sciences	Roger Putnam Rob Keil	RP	Visual Arts	Svetlana Kasalovic Cynthia Minet	SK
Child Development	Cindy Sheaks-McGowan Shannon Coulter	CSM	World Languages	Perry Bennett Alejandra Valenzuela	PB
Counseling	Chuck Brinkman Jodi Dickey	CB / JD	Part-time Faculty Representative	Felix Masci Dan Darby	FM / DD
EATM	Gary Wilson Cindy Wilson	GW	AFT Representative (non-voting)	Hugo Hernandez	HH
English / ESL	Sydney Sims Jerry Mansfield	SS	CTE Liaison (non-voting)	Christy Douglass	CD
EOPS	Marnie Melendez Angie Rodriguez	MM	GP Liaison (non-voting)	Traci Allen	TA
Health Education / Kinesiology	Adam Black -	AB	Student Liaison (non-voting)	Scott Pugh	SP
Health Sciences	Michelle Dieterich Jamee Maxey	JM	Committee Co-Chairs (non-voting)	Nenagh Brown	-
10/6/20 Guests – Chad Basile, Oleg Bespalov, Jennifer Clark, Amanuel Gebru, Christina Lee, Shannon Macias, Perry Martin, Priscilla Mora, Olga Myshina, Mary Rees, Julius Sokenu, Jamie Whittington-Studer					

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