

# Moorpark College Academic Senate Council Minutes DRAFT v.1

Tuesday, March 16, 2021, 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

**A. Nenagh** – I want to acknowledge our one year anniversary of our college moving online. It has really been quite an event. On Friday, March 13, 2020 we made the decision and on Monday, March 15, 2020 we were all online. I wanted to say thank you to all the faculty for everything you did over the transition period. All the different official meetings we had, and all the coordination, and all the optimism and all the determination. And what a difference that made that we had a voice in that transition. Thank you to all the faculty and all of us in council for the constant work and the constant endurance. I'd like to thank all classified and all the management. I did an informal poll of my students and they love the online student hours, online student services, the assignments online are clearer, and their positive list was endless. There is so much student love for all we've done. Thank you faculty.

**B. Ruth** – A reminder to everybody that Ruben Castro Charities still runs the food pantry 2pm-5pm Tuesdays and Saturday mornings at the Career Technical School on Condor Drive just off Princeton. We are feeding close to 500 families twice a week at those locations. Please make a Canvas announcement. Please remind your departments and colleagues about it. HOURS: Tuesdays, 2pm - 5 pm in parking lot H on campus. Saturdays, 11:30 am - 2:30 pm on Condor Drive at the former Moorpark Community High School

**C. Jolie** – I would like to introduce Tino Keagan our new full-time tenure-track counselor from Mt. SAC in ACCESS. We are very excited to have him. Please reach out to him to welcome him.

**D. Svetlana** – I would like to touch base on Helga's previous public announcement from two or three meetings ago about her proposal to eliminate oral arguments from faculty prioritization process. Move the focus away from personal style of presentation to pure data. I would like to express that our program supports her public comments. How do we put this on the agenda?

**E. Christy** – I would like to remind Career Education faculty that we are taking applications for Perkins and SWP funding for next year. So please let Elizabeth Nielsen or myself know if you have any questions.

**F. Tiffany** – There are lots of options to return to campus in the fall including those large outdoor classroom spaces and HyFlex. There are many faculty continuing to be added to the list so the word is getting out. Don't hesitate to reach out to your dean, Priscilla Mora for the FLR's, or me for HyFlex

**G. Jenna** – The Moorpark College TWMOCA's (Teaching Women and Men of Color Advocates) is having our general assembly meeting on March 24<sup>th</sup>. We encourage everyone on campus to participate. This meeting will be about reporting racism on campus.

**H. Tino** – This is my second week and everyone has been so nice and so kind. I am excited to be here and work with you all so hello everyone!

## II. Approval of Minutes

### A. March 2, 2021

1. [Motion to approve the minutes by Sydney](#)
2. [Second to approve by Tiffany](#)
3. Any discussion? Questions? Comments?
4. [Approval of Minutes is unanimously approved.](#)

## III. Unfinished Business

### A. Full-Time Faculty Hiring Committee Composition

*Deferred to another meeting*

### B. Low Textbook Cost (LTC)

1. Cindy- We met on Friday. We didn't make a decision on the recommendation yet but we are meeting again on Friday. We may be reaching out to Chairs to see how many courses would fall under the \$40 textbook cost.
2. Erik – Thank you. If the “T” in LTC meant Total instead of Textbook it would be much more clear. That has caused some confusion.
3. Sydney – If students can get the online version for under \$40, but the physical copy is more than \$40, is that considered LTC?
4. Cindy – We are leaning toward a recommendation that would consider that to be a LTC course. If that happens, then if an e-book can be purchased through the bookstore or the publisher for under \$40 then that could be considered low or no cost, if the e-book is free.
5. Erik – For background, the idea is that we want a Low Textbook Cost designation on the schedule of classes so students may make informed choices. We are just trying to get consensus among the tree colleges. It seems like a simple idea but there are nuances so thank you for looking into that.
6. Matthew – I got feedback from my program. Two ideas. \$50 was a suggested amount. And the second is including an annual Cost-Of-Living adjustment (COLA) so we don't have to revisit this every year.

### C. AP 7120-D Full-Time Faculty Hiring

1. Erik – Human Resources intended to introduce a districtwide rotation of facilitators, and we took the opportunity to also update the AP to reduce barriers, if only incrementally. The district-wide committee agreed with our recommendation to add the idea we brought up earlier about the facilitator being the one who invites the candidates to subsequent interviews, so a voting member of the committee is not talking to the candidates directly. As it turns out, there was no information in the AP about who sets up the President's interview so that was new information that was added. It will now have to go to OC and VC Academic Senates and then it will go to the Chancellor's cabinet for final approval. I will keep you posted as it goes through the process.

## IV. New Business

### A. Academic Senate Budget Update

1. Ruth - Documents were placed on the website. We did not spend any money, but we did receive the Academic Senate donations. Thanks to all those who contributed. We will be using the donations for scholarships and annual awards.
2. We received \$3,380.00 in annual donations. We have \$13,381.09 but we will be spending it.
3. Any questions?

## **B. Academic Senate Scholarship Workgroup**

1. Ruth - I would like to invite you to volunteer to review the applications and determine the recipients of the scholarships. If you nominated someone, you are not eligible to volunteer to review the applications.
2. I will redact the names of the applicants. We are not requiring minimum units or GPAs in the efforts of being more equitable.
  - a) *Volunteering for the application review committee*
    - (1) Tiffany
    - (2) Roger
    - (3) Chrystin
3. Jolie Herzig - Do you need help downloading transcripts?
  - a) *Ruth - I don't think so, thank you.*
4. Svetlana – Do you need help preparing interactive applications?
  - a) *Ruth – Maria sets that up, but thank you for offering.*

## **C. Academic Senate Annual Awards**

1. Erik – We hold annual awards to recognize exceptional contributions that so many Moorpark College faculty, staff, and managers make. We want to keep that tradition alive.
2. Tiffany – Last year's award recipients included Shyan Diaz-Brown, Rena Petrello, John Handlos, and Khushnur Dadabhoy. We will be celebrating this year's winners on May 3, 2021.
  - a) *I updated the documents slightly and we just need your approval.*
  - b) *I updated the year and the vice president name. One form I updated with the option for an online election.*
  - c) *Questions? (no questions)*
3. [Motion to approve the Annual Award documents](#) - Nathan
4. [Second to the motion to approve the Annual Award documents.](#)- Jolie
5. [Updated Annual Awards documents approved unanimously.](#)
6. Erik – We will celebrate our retirees this year as well at the May 3 Campus Update.
7. Nenagh – The plaques from last year are ready and I will be putting them in their mailboxes soon.

## **D. Academic Senate Constitution and Bylaws**

1. Erik - The Academic Senate Constitution should be re-examined at least once every six years and the By-Laws at least once every two years. Amendments to the documents first require a majority vote by the general membership to be put on the Agenda. Then, those amendments would each require a two-thirds vote of the General Membership for Constitutional amendments and in Senate Council for the By-Laws.
2. We have had a paradigm shift to lead all our efforts with equity and social justice. Given that this is a rather large topic, we had discussed forming a workgroup. It is the equivalent of the mission for the college. Tiffany has graciously agreed to lead the workgroup.
  - a) *Any volunteers to join Tiffany?*
    - (1) Nenagh Brown
    - (2) Nicole Block
    - (3) Jenna Patronete
  - b) *Ruth Bennington and Jenna Patronete will join if Tiffany needs more help.*
3. Tiffany – If you are interested in being an officer of Academic Senate Council in the future, this is a great opportunity to comb through the process documents.

## **E. ACCJC (Accrediting Commission for Community and Junior Colleges) Annual Report and Annual Fiscal Report**

1. The goal is that the Annual Report will go to EdCap and the Fiscal Report will go to Fiscal and they both will give their recommendations at our next meeting. These reports are due April 9<sup>th</sup>. We do not have a Fiscal Report yet. That comes from the district office. They are aware of the deadlines. We are hoping to see it in time to get a recommendation from the Fiscal standing committee.
2. ACCJC documents do not require senate approval, but it does fall under our 10+1 academic and professional matters. Management is working on getting it to us for two reads. In fact #7 of the 10 + 1 reads "Faculty roles and involvement in accreditation processes, including self-study and annual reports". [https://www.asccc.org/10\\_1](https://www.asccc.org/10_1)
3. The annual report gives you the idea of how many students we have in terms of total numbers at FTES. It gives you an idea of large increases and large decreases in enrollments, usually in small programs. Some data comes from the state. It includes institution-set standards for completion rates.
  - a) *In the past, we had long discussions about how to set institution-set standards. With the guidance of Dean Bernal, we now look at a three year average to come up with a reasonable minimum and maximum. We take 5% off the average to create the minimum and then we add 5% for our aspirational stretch goal. We are slowly reaching our aspirational goals.*
  - b) *You might recall we got a reprimand for our large number of certificates and degrees over our stretch goal so we applied the same working average to that aspirational stretch goal as well.*
  - c) *Nenagh – This is coming to our EdCAP meeting for discussion on March 23<sup>rd</sup>. There is no change in the way this was calculated from previous years. And we will hopefully recommend that Council considers these.*
  - d) *Erik - Ideally, with approval from Fiscal and EdCAP, we will formally approve this at our next meeting and forward to management with our blessing. It is nice to be included in this conversation for faculty to review.*

## **F. Moorpark College Mission Statement**

1. Erik - There will be a lot of dialog on this. This is an initial look at the proposed updates.
2. Jodi - We would like to incorporate social justice and equity in our mission statement. A group got together consisting of administrators, faculty, and staff to work on this.
  - a) *The ACCJC has requirements about what can be included in the mission statement.*
    - (1) Purpose, Intended Student Population, Types of degrees and credentials, and commitment to student learning and achievement.
3. Current Mission Statement
  - a) *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.*
4. Draft Mission Statement
  - a) *Grounded in equity, social justice, and a "students first" philosophy, Moorpark College values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through Innovation and customized student support, our programs are designed to achieve equitable outcomes.*

5. Comment – The mission statement includes the same “students first” philosophy and I love it. I would personally think the “students first” philosophy should be listed first. Everything at Moorpark College does start with the students. But that is just a minor adjustment.
6. Comment - As long as the school operates at 75-80% part time faculty they cannot claim “students first” philosophy at all.

**G. VCCCD Strategic Plan/Strategic Goals**

1. Erik - The strategic goals were provided by the Chancellor and the Vice Chancellor of Institutional Effectiveness Larry Buckley and asked all colleges for input on this, which is clearly a very early draft of the strategic plan. He asked for input particularly on the strategic goals. It is our opportunity to give college input into the way the district does business. Let’s go over the four basic goals. Each goal is broken down with measures of achievement and strategies.
  - a) *Increase access and student success.*
  - b) *Close academic achievement and support services equity gaps across all racial, ethnic, socioeconomic, and gender groups.*
  - c) *Actively support workforce and economic development in Ventura County through partnerships and relevant programs and pathways leading from education to careers.*
  - d) *Develop a culture that values students collaboration, and the success of each employee.*
2. Question – When do you need feedback by? It seems they don’t aren’t giving us much time for review.
  - a) *Erik – I am hoping for your feedback in the next few days. Email is okay.*
3. Question - Were there other versions of this earlier?
  - a) *Erik - Part of it is that I was dragging my feet on purpose because I was hoping for a more complete draft. The way the goals have been presented have been updated slightly.*
4. Comment – This is from the older 2010 census. In the next few years we will have new information. It points out that in the next ten years will have a decline in new students. If we can get more young people living in Ventura County then that might be a technique but we do not have control over that. The way this information is delivered is bewildering.
5. Erik – I will deliver that feedback.
6. Comment – I will type them up and send them your way.
7. Erik – There is some text in the document it is not just data. Finally we get to the Vision, District Statement, and Strategic Goals toward the end.
8. Comment – I have not read these completely yet. But, I am wondering if students with disabilities are being considered or specified. They talk about equity and social justice in the goals but they don’t include all the groups in the data.
9. Erik - LGBTQI+ and students with disabilities are not included in the data. That is good feedback.
10. Comment – I am a little uncertain about using data for goals. This document started last year and we begged to see it all last year. The goal was that this document would come from the college. And the district would be there to support the college. I am concerned that the data is ten years old. And, I don’t know how each college will use the data and how the district will hold the colleges accountable.
11. Erik – Including those metrics was the Chancellor’s reaction to the Board’s request. The comment that we are all individual colleges with our own goals and data is important. Reminder that at the end of April we will help decide the direction of where we want to go as a college by evaluating the Moorpark College annual plan with an equity and social justice lens.
12. Comment – This document seems to be just diagrams, figures, and data. Typically there is a diagram and then text to explain what the diagram means. Why is that data relevant to Ventura County Community College District? It is missing the analytical thinking.

13. Erik –There is no narrative as yet. I am hopeful this is the initial draft and they will address the input from the colleges. Our note would be to give it some focus. It will come back at some point for review but probably not before summer.
14. Comment –Their narrative is very short. They have key focus areas at the bottom of the narrative. The way I interpret this is that with a potential decline in FTES and the new funding model that exists, they are focusing in on the areas that will help pick up additional funding. Pell and Promise recipients get more funding. Getting to use dual-enrollment to offset and recoup funding. These are where we are going to focus to make the most out of the student centered funding formula. That is how I am interpreting this but there is a lot of room for interpretation. They are not doing a great job of drawing a straight line to make those connections and that is what we are missing.
15. Comment – The way that I am reading this. It would be great if they organized the data around each of the four strategic goals. My suggestion is to explain the goal, include the data, outline the objectives and how we would meet those objectives.
16. Erik – We have a number of suggestions for district to help get a more cohesive draft.
17. Comment – If you review the district’s timeline. They allotted ten months for the data review but very little time for the revision process. A little more consideration should be given to drafting the document so it is better quality.
18. Comment in chat – It is full of careless grammatical errors as well.

#### **H. VCCCD Decision Making Handbook Revision**

1. Erik – We had seen an earlier draft in Council before. There were minor updates here and there. We spend quite a bit of time clarifying the BP and AP process and how the flow happens. It would be great for future generations to have that process in the draft. I have been advocating for that. I suggest we change the name to the Participatory Governance Handbook since all the colleges have changed the name. Any further input? You can always send me updates via email.
2. Comment – I saw the DTRWI (District Technical Review Workgroup – Instructional) name changed but the DTRW-SS (District Technical Review Workgroup – Student Services) name change was not yet updated.
3. Question – Does this document exist to justify adding administrative staff in the Chancellor’s cabinet at the district level? There are more in these committees. It seems to have expanded.
4. Erik – Those positions did exist before the handbook existed. But yes, the district is getting bigger.
5. Comment – Different processes seem to be overlapping between what the college does and what the district does. The college’s perspective is that the district should serve the college but it seems the district is trying to get into our individual and unique systems of governance. For example, these documents do not include the different ways that the colleges decide how to hire faculty.
6. Erik – I appreciate your comments on the procedures and inequities between the colleges. This is not a policy document but this is a process document. It discusses what the overall committee membership is and how that manifests within those committees. Maybe we should consider if all these people should be in all these different committees. So far, there was an increase in the District Administrative Center . They find a way to use their budget to add their positions. When those requests for more positions come we will discuss it. I am impressed that you looked at these in detail. Thank you for doing the homework. Thank you. Please email me with any further comments.

**I. Future Agenda Items**

1. Erik – In terms of future agenda items, we discuss the faculty prioritization process every fall before prioritization happens. I definitely took note of the comments and requests on the faculty prioritization process for that future discussion.

**V. Adjourned at 4:00pm**

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
ASC Treasurer	Ruth Bennington	RB	Media Art / Comm Studies	Jenna Patronete Jamie Whittington Studer	JP
ACCESS	Jolie Herzig Silva Arzunyan	JH	Performing Arts	John Loprieno Nathan Bowen	NB
Athletics	Matt Crater Mike Stuart	MC	Physics / Ast / Engr / CS	Chrystin Green Scarlet Relle	CG
Behavioral Sciences	Dani Vieira Kari Meyers	-	Social Sciences	Matthew Morgan Susan Kinkella Rex Edwards	MM
Business Administration	Josepha Baca Reet Sumal	JB	Student Health Center	Allison Case Barton Silva Arzunyan	AB
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	JD	Part-time Faculty Representative	Felix Masci Dan Darby	DD
EATM	Gary Wilson Cindy Wilson	-	AFT Representative (non-voting)	Hugo Hernandez	HH
English / ESL / Humanities	Sydney Sims Jerry Mansfield	SS	CTE Liaison (non-voting)	Christy Douglass	CD
EOPS	Angie Rodriguez -	AR	GP Liaison (non-voting)	Traci Allen	-
Health Education / Kinesiology	Adam Black -	AB	Student Liaison (non-voting)	Scott Pugh	SP
Health Sciences	Michelle Dieterich Jamee Maxey	-	Committee Co-Chairs (non-voting)	Nenagh Brown Shannon Macias Letrisha Mai Trulie Thompson	NB
3/16/21 – Tino Keagan, Ron Wallingford					

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