

# Moorpark College - Academic Senate Council Minutes v.3

Tuesday February 1, 2022 2:30pm-4:00pm via [Zoom](#)

**Moorpark College Mission Statement:** *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 the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.*

All handouts are available on the Academic Senate handout website:

<https://www.moorparkcollege.edu/academic-senate-2021-2022-handouts>

## I. Public Comments

- A. Hugo – AFT is holding elections for all positions. The deadline to submit your interest in the positions is February 10, 2022. I do encourage everyone who is interested in representing Moorpark College to put their names in. I am happy to help the next AFT Vice President of Moorpark College for Full-Time Faculty.
- B. Tiffany – Thank you Hugo for all you have done for us. Make sure everybody checks your paychecks. This was the third time my paycheck was wrong. You can ask for the difference earlier than the end of the month.
- C. Ruth – Thanks to everyone who has done their SLO's. If you haven't yet, you will have received emails. If you are concerned about them at all, contact Oleg and he will help.
- D. Felix – As a part-timer, the payroll stubs are so convoluted I cannot understand how much pay I am making. It should be fairly straight forward. I may be getting shorted but would never know.
- E. Hugo – Thanks to Tammy Coleman for all the work throughout the semester and throughout the year and for organizing all the upcoming Black History Month activities.

## II. Consent Agenda

- A. Minutes from December 7, 2021 and January 18, 2022, Academic Senate Council and Standing Committee Representation Updates, Distinguished Faculty Chair Process Documents
  - 1. [Chuck - Motion to approve the consent agenda](#)
  - 2. [Dani – Seconds the motion](#)
  - 3. [No discussion. Roll call vote.](#)
  - 4. [Unanimous approval of the consent agenda](#)

## III. Student Report

- A. Priscilla – ASMC just announced three different scholarships for thirteen students. Please spread the word for students to get that financial aid that they need to succeed. There is a new Public Relations Club. There is a Valentine's Day event in the quad 10:30-1:30 with free burgers, veggie wraps, chocolates, hot chocolate on February 14, 2022.
  - 1. Question – What are the judging criteria for the scholarships?

- a) *Priscilla – It varies for each of the scholarships. There are some minimum units required and minimum GPA, but it varies. It is on the [ASMC page of the website ASMC Scholarships](#).*
2. Question- Is there going to be a flyer for the event?  
a) *Priscilla – Yes and it will also be on the [@a.s.m.c Instagram page](#) and [linktr.ee](#) .*
3. Question - Can you also send it to Academic Senate so we can distribute the flyer?  
a) *Priscilla – Yes*

## IV. Unfinished Business

### A. Academic Senate Scholarships

1. Ruth - Reminder to please consider nominating students for the Academic Senate Scholarships. The scholarship process documents are included for easy reference. March 4<sup>th</sup> is the deadline.
2. Erik – Our scholarships go through the campus wide system so students also simultaneously apply for other scholarships for which they qualify.

### B. Class Scheduling: 8+8

1. We had a discussion about this previously, but we did run out of time. This is just an encouragement to offer 8-week classes in either the first half of the semester or the second half, or both, if it fits into your discipline. It is optional. If you do, then students can take two sets of 8-week classes the first half of the semester and two sets of classes the second half, which may encourage students to take more units. Did anyone have any additional questions about the back-to-back 8-week sessions?

a) *Comment – We discussed this in our department and converted many of the psychology and sociology online courses to 8-week courses.*

b) *Question – So are they considering scrapping the 16-week calendar for 8-weeks instead?*

(1) Erik – No. 8-week courses are optional within the future 16-week or the current 18-week semester. The 8+8 is being considered for more widespread application here at Moorpark College, not at the district. PACE has used it with some success. There is also evidence that shorter semesters of 6-9 weeks benefit the student success. This is a decision to make locally within your department.

(2) Question – Where do we go to get the workbook and guidebook mentioned in the article? There are only six colleges that have converted completely to 8+8 and there are a lot of questions.

(3) Oleg – Thank you for reading the article. The article is just meant to illustrate how colleges handled the full switch to 8+8. I do have the information mentioned in that article that I can share. And nobody is advocating for Moorpark College to fully transition to the 8+8 model. It is optional within the current 18-week or future 16-week semester.

<https://www.achievingthedream.org/ShortenedTerms>

c) *Comment – If anybody's interested, Santa Monica College is on the 16-week calendar and they also do 8+8 within their calendar. They even plan their spring schedule so spring break is in between those 8-week sessions. We need to do that too so it doesn't screw up either of the 8-week sessions*

d) *Question – Is there any problem with 8-week classes with articulation?*

(1) Erik – No because the classes are the same total hours. We also already have existing 4, 6, 8, and 12-week classes.

- (2) Oleg – We do currently have a workgroup of curious chairs and a few other faculty who are worried about losing academic integrity if they convert their courses to shorter term courses. But they are curious about how it would work.
- (3) Erik – Yes, it could be more challenging for courses with labs. It depends on your area.

## V. New Business

### A. Student Learning Outcomes Analysis Proposed Process

1. The Student Learning Outcomes (SLO) Committee recommends to Senate a process for analyzing SLOs. Senate is asked to approve the proposed processes. The key features are:
  - a) *SLO analyses are due annually on May 1*
  - b) *For Course Learning Outcomes, at least 20% of courses should be analyzed each year to ensure all courses are reviewed during a five-year cycle*
2. Oleg – After the faculty members have input whether the students have met the SLO's or not, they will analyze that data. We decided an excel document would be the easiest program to use so faculty do not have to learn new software. So once a year before May 1<sup>st</sup>, you would look at your SLO results. Faculty would reflect on 20% of the course SLO's every 5 years so every five years 100% of the program will have been analyzed. You would look to see how the students did and faculty will reflect and write down anything different that will be done in the future to improve those SLO results or not. We can help you with this and walk you through it one-on-one by discipline, pull up the data, and help you type up the analysis on the spot. I imagine it would take about fifteen minutes. This is a faculty-driven proposal by the SLO committee.
3. Question – Where I can see if my department has completed all their SLO's? And secondly, could you explain the process in the eLumen app where we review the data for each SLO?
4. Oleg – Department chairs log into eLumen, go to planner, and drill down. And Rachel made a video about this, too.
5. Oleg – Regarding your second question about how to review your data, Moorpark College is a pilot college with eLumen. We complained that we wanted a user-friendly format for faculty to analyze data so they made us a Tableau dashboard. Tomorrow is the big meeting with them to see if we will be able to roll out the Tableau. Plan B is that eLumen has a report that someone from our research team would run for you.

### B. Question – How do we see the disaggregated data by race and ethnicity and age?

1. Oleg – Yes, eLumen does disaggregate the report by various demographic groups. All the data are there. I am trying to get it into Tableau to make it more user friendly.
2. Comment – The DEI coordinator will want to be in on those discussions.
3. Oleg – The discipline leads and the department chairs will all see their own data like what is done for program plans. The only thing I would say is that your course learning outcomes get rolled up into the program learning outcomes and those get rolled up into the institutional learning outcomes. We are more than happy to have DEI input into those institutional learning outcome discussions.

### C. Erik – In theory, SLO's will be part of the program planning process as well. The DEI lens is already in the program plan questions. There is a link there, to use all the data and see where we can do better and close equity gaps.

### D. Tiffany – I make a motion to approve the recommendations from the SLO committee.

1. Dani – I second the motion.
2. Further discussion? No.

3. Roll call vote: The motion is unanimously approved with one abstention by Perry.

E. Institutional Self-Evaluation Report (ISER) Review

Erik - An incredible amount of work was performed all across campus and the district last semester to make progress on Moorpark's Institutional Self-Evaluation Report (ISER) which is the main document for the accreditation team. When they come for the review, they will focus on a few of the items in this document. Today, we will give an overview of the document structure for accreditation in SharePoint, discuss and solicit input on a few standards (I.B.2, I.B.6, II.A.2, II.A.3), and introduce the quality focused essay (QFE) draft. We will look at one together and then break up into groups to get closer looks at the others.

1. Erik – To understand the document structure, first click on the [sharepoint link](#), you'll see the ACCJC ISER 2023. Most of the documents are under Evidence. We are going to look at II.A. Instructional Programs. Today we are looking at II.A.2. And then just drill in to see the evidence in each of the folders. And then click on the word doc with the name of the standard to finally get to the standard. The way that word doc is setup is there is a standard and then we provide all the evidence to show that we meet that standard. And at the end you put a little summary evaluative paragraph. If we do not meet the standard, then we include an improvement plan on how we will meet it. We also include a list of the evidence that is in the folder. There is also the ACCJC ISER guide that provides sample evidence to include and what review criteria the accreditation uses.
2. We also want to get wider input from various groups and will solicit feedback in Senate, EdCap, Classified Senate, and Associated Students. We need to complete the standards by the end of this semester. The work will get put together in a finalized form over summer and approved by participation governance groups in fall and submitted in January 2023.
3. Question – Is the accreditation team going to visit us in January 2023?
  - a) Erik – *It is a seven-year process. They will be coming in the Fall 2023.*
  - b) Oleg – *They send a smaller team in-person now. They send a team dedicated to the problem issues only. It is a little strike team.*
4. Erik – We are going to break into three breakout rooms. The first two standards discuss SLO's and the third standard is on our curriculum process. Pick a group, and you will have time to read it, and then we can reflect and brainstorm to see if we can give feedback and evidence to the document for the accreditation team.

(The senate broke into groups in breakout rooms for 15 minutes)

5. Erik – Does anyone want to share what they did in their breakout room?
6. Nicole – We suggested removing that faculty are “required” to enter SLO's. We also added evidence to I.B.2 that Deans, Department Chairs, Committee Chairs, have all been repeatedly supporting and encouraging faculty to enter their SLO data to reach the 100%. (Evidence: minutes from Academic Senate meetings, Department meetings, standing committee meetings, discipline meetings, etc.)
  - a) Comment – *Isn't it required for faculty to do SLO's as part of the overall required paperwork addressed in their evaluations?*
  - b) Erik – *Yes there is language requiring faculty to submit documentation.*
  - c) Comment – *Yes, so every 3 years during their evaluation they are held accountable for the SLO's within that requirement.*
  - d) Comment – *Yes, and we can also see in eLumen who has completed their SLO's or not.*
  - e) Erik – *It is needed for the state and for accreditation and necessary under the paperwork requirement but it is not explicitly stated in the contract, that is true.*

7. Erik – Please take a look at the QFE (Quality Focus Essay) and we will talk about that next time.

F. Tiffany – I just want to give a quick report that the Distinguished Faculty Chair nomination form will be coming out soon. So please consider taking the time to nominate someone. Also, The Great Teachers Seminar will be returning this year and we will have more information on that later.

## **VI. Adjourned 4:04pm**

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ACADEMIC SENATE COUNCIL REPRESENTATIVES 2021 – 2022

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	JH
ASC Secretary	Nicole Block	NB	Mathematics	Marcos Enriquez Rena Petrello	ME
ASC Treasurer	Ruth Bennington	RB	Media Arts / Comm Studies	Jenna Patronete Jamie Whittington Studer	JP / JWS
ACCESS	Jolie Herzig Silva Arzunyan	JH	Performing Arts	Nathan Bowen	NB
Athletics	Matt Crater Mike Stuart	MC	Physics / AST / ENGR / CS	Chrystin Green Scarlet Relle	CG
Behavioral Sciences	Dani Vieira Kari Meyers	DV	Social Sciences	Matthew Morgan Susan Kinkella Rex Edwards	
Business Administration	Reet Sumal	RS	Student Health Center	Allison Case Barton Silva Arzunyan	ACB
Chemistry / Earth Sciences	Roger Putnam Rob Keil	RP	Visual Arts	Cynthia Minet Erika Lizée	CM
Child Development	Cindy Sheaks- McGowan Shannon Coulter	CSM	World Languages	Perry Bennett Alejandra Valenzuela	PB
Counseling	Chuck Brinkman Jodi Dickey	CB	Part-time Faculty Representative	Felix Masci Dan Darby	FM / DD
EATM	Gary Wilson Brenda Woodhouse	BW	AFT Representative (non-voting)	Hugo Hernandez	HH
English / ESL / Humanities	Sydney Sims Jerry Mansfield	SS	CTE Liaison (non-voting)	Trevor Hess	TH
EOPS	Marnie Melendez Angie A. Rodriguez	MM	Co-GP Liaisons (non-voting)	Nenagh Brown Kellie Porto-Garcia	
Health Education / Kinesiology	Adam Black	AB	Student Liaison (non-voting)	Priscilla Saerang	PS
Health Sciences	Jamee Maxey Michelle Dieterich	JM	Committee Co-Chairs (non-voting)	Christy Douglass Beth Gillis-Smith Letrisha Mai Norm Marten Jennie Whitlock	BGS
Guests 2/1/22: Oleg Bespalov, Tamarra Coleman, Trulie Thompson					