

Moorpark College - Joint Academic Senate and Deans Council Minutes v.3

Tuesday November 2, 2021 2:34pm-4:10pm in CCCR and [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](#)

I. Public Comments

- A. Renee – In regards to the Academic Senate Report on the October 12, 2021 Board of Trustees Meeting, it was implied that there were an equal amount of speakers for and against the vaccine mandate when in reality there were many more speaking against the vaccine mandate.
- B. Cindy– Good time to check on the ZTC designations in your department and make sure all the zero textbook costs are in the schedule. We are looking for more faculty who would like to participate in our project converting your courses to zero textbook cost. You would receive some compensation. We are having two information sessions Friday at noon and Tuesday the 9th and people are welcome to contact me if they want to know more.
- C. Nicole – The committee co-chairs have typed up their monthly reports about what they are working on in their committees. You can find the document on the academic senate page of the Moorpark College website under 2021-2022 handouts. [Monthly Standing Committee Reports 10-30-21](#)
- D. Ruth – Please remind everyone in your department that even students who are online are welcome to use Raiders Central and the Food Pantry. We will have things like turkeys for the holidays, too.

II. Timely Business

- A. Brown Act Teleconference Suspensions During a State of Emergency
 - 1. Ruth - I'll move to continue remote access to our meetings under the current provisions of the Brown Act
 - 2. Sydney – Seconds the motion
 - 3. No discussion
 - 4. Roll call vote – Passed unanimously to continue hyflex meetings.
- B. Equal Employment Opportunity Advisory Committee Update—Perry Martin
 - 1. I am serving on the equal employment opportunity advisory district committee.
 - 2. The District established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. It is composed of faculty, classified staff, administrators, and managers. We make sure the district is making a good faith effort to comply with all the elements of [AP 3420](#) EEO plan.
 - 3. The EEO plan gets updated every three years and we are in the cycle for it to be updated.
 - 4. Every year we evaluate how well we have been implementing the plan.

5. This year, as we evaluated the plan the three faculty members from MC, VC, and OC voted against approving the metrics. We did not believe we met the metrics, which are listed below. This sends a message to our campus and our district to say we recognize that there is much more work to be done. Unfortunately, we were out voted by the rest of the committee.

- a) *Incentives to hire in hard to hire disciplines*
- b) *Focused outreach and publications*
- c) *Procedures for addressing diversity throughout the hiring steps and levels*
- d) *Consistent and ongoing training for hiring committees*

6. It shouldn't take public comments regarding the AP7120-D policy on hiring to stop it from going to the board before the EEO plan is approved. We shouldn't have to resort to public comments. The policies and procedures need to be revamped.

7. Things to be a look out for in the EEO plan

- a) *Longitudinal analysis – Analysis of the data regarding job applicants*
- b) *Letter from the chancellor – Letter with their own vision on EEO. Signature piece of the EEO plan.*
- c) *Projected representation – People available to do the work. Debunk the myth that there aren't enough qualified candidates.*
- d) *Screening and Selection procedures in the hiring process*
- e) *Board is responsible for evaluating the chancellor on the DEI efforts. On how well they produced results.*
- f) *Chancellor must evaluate the administrative staff and evaluate all employees on their DEI efforts.*
- g) *Equity employment Facilitators empowered in hiring committees*
- h) *Focus on identifying and eliminating any biases in hiring*

8. Erik – It would be great to review the EEO Plan in academic senate before it goes to the board in December.

9. Perry - I will be coming back to you with the updated 3-year EEO Plan. I will make sure that Moorpark College's voice is heard.

10. Question – Are the metrics that you said we didn't meet and therefore voted against anywhere in written form so I can study it?

- a) *Perry - Yes, I have the document with our rationale and I can send it to you.*
- b) *Erik – It would be great if you sent to senate so we can distribute to senators.*

III. Student Report

1. Priscilla

- a) *ASMC just accepted three new clubs including Chemistry Club, Biology Club, and No Borders Club. We only have about half the amount of clubs we had before covid. We are trying to get more people to form clubs.*
- b) *We had a movie night showing Coco. But, a lot of people didn't know about the Coco movie night. We are trying to find more ways to let them know about this.*

IV. Consent Agenda

A. Minutes from October 5th and October 19th.

- 1. [Chuck - Motion to approve the consent agenda.](#)
- 2. [Ruth – Seconds the motion](#)

3. No discussion. Roll call vote.
4. Adopted the consent agenda

V. Unfinished Business

- A. Faculty Prioritization Debrief. We are always interested in improving our processes.
 1. Comment – I thought it went really smoothly considering we were hyflex.
 2. Erik – I am always impressed by all the presentations and the data that forces us to make very difficult decisions and thank you to everyone who voted with the needs of the whole college in mind.
 3. Comment – I am always so struck by the amount of need and agony on our campus.
 4. Comment – Let's for sure make some sort of document so we don't have to work so hard for next year. Some sort of guiding data. Minimize the labor and work and stress. That way it is more equal so a presenter doesn't worry about losing their opportunity based on their presentation.
 5. Comment – Some of the really effective pitches to me were the ones that indicated the history of previous prioritizations. It would be great to have included a written explanation about how many we ended up hiring the previous year or if there were failed searches.
 - a) *Comment – I would propose that we focus on what happens the current year and not necessarily previous years. I really like the idea I just want to add that caution.*
 - b) *Comment – I would have really liked to have known about the retirements. For example, we haven't replaced the journalism instructor for five years. I would like to know the context for each request in writing. I agree that a workgroup is needed.*
 - c) *Comment – I agree we need a workgroup because our procedure papers will change if we want to include additional information. And it would be great to provide training to those who are requesting positions.*
 - d) *Comment – It would be easy if Oleg could populate that data for us for just the positions that are requested so we all have the same data for all the positions.*
 6. Student Comment – I didn't realize everything that faculty members go through. I want to show my appreciation for everything you put into your department and the work you do.
 7. Question – Did we invite the board of trustees?
 - a) *Erik - Yes all Trustees were invited at the board meeting and a calendar invite was also sent to all Trustees and the Chancellor.*
 - b) *Comment - We should make sure that it is in our procedures so the board is always invited.*
 8. Comment – It would be useful to have a header in the box in the program plans that this will show up in the faculty prioritization meeting. So they realize it will be transferred over.
 - a) *Erik – Yes, we have also been generous with requests to update that justification statement.*
 9. Erik – Something that unites these requests is a rubric. Ventura College has recently redone their process and they have a guide now.
 10. Question – I am curious if administration is supposed to use the same criteria as faculty. They voted inverse as faculty.
 - a) *Comment – That is interesting. What faculty decides and what administration decides is different. Administration wants to choose programs that fill classes. What do faculty need to say to administration to convince them?*
 - b) *Erik – Administration is supposed to follow the same assumptions and priorities. We could ask faculty to fill out a separate form specifically for prioritization and it would not be tied to that tiny little box in the program plans. It opens up options on how to think about it.*

11. Comment – We lose candidates to our sister colleges because they get their job announcements out earlier.
12. Volunteers for the workgroup – Roger, Nathan, Ruth, Nicole

VI. New Business

- A. Annual Work Plan 2021-2022 and Enrollment Management Plan 2021-2022
 1. Enrollment Management Plan is a subset of the Annual Work Plan and both were recommended by the joint EDCAP and Fiscal standing committee.
 2. Oleg – We have a 5-year strategic goal plan and every year we set annual actions in the Annual Work Plan to complete that 5-year plan. The actions are meant to move the plan forward.
 - a) *Each goal has multiple metrics attached to it and an action is also included to move each of those metrics forward. There is a point person identified for that action and what resources are needed for that action are also included.*
 - b) *That structure goes throughout the Annual Work Plan.*
 - c) *The Annual Work Plan also includes goals from other plans such as the facilities, ACCESS, and the equity plan. New for this year we also have goals and actions for the IEPI PRT plan included.*
 3. The Enrollment Management Plan is perfectly aligned with the Annual Work Plan because it is taken directly from it.
 4. Tiffany – Motion to approve the annual work plan and enrollment management plan.
 - a) *Sydney – Seconds the motion*
 - b) *Roll Call Vote. Motion passes. Thank you Oleg for joining us in Senate Council today.*
- B. Moorpark College Participatory Governance Handbook 2020-2025
 1. The participatory governance handbook includes all the advisory groups that were agreed upon. The only two changes were incorporating the new mission and providing links to the constitutions and documents for the Associated Students and the Senates. Use this as a resource, it has a lot of different information and charts.
 - a) *Question – Is this the new name for the making decisions document?*
 - b) *Erik – Yes. The name was changed to reflect the collaborative nature of our work.*
- C. Low Textbook Cost Update
 1. Erik - We had previously discussed what the low cost dollar amount should be. We compromised at the \$40 amount, and now that has been agreed to by the whole district. There is already a LTC symbol for the schedule. You can request a low textbook cost symbol from your department chair and/or dean.
 2. Cynthia – The recommendation is that the \$40 or less textbook would be the cost of the new purchase. It shouldn't be based on used books or rented books. If all people could check it out from the library it would be a zero textbook cost class.
- D. Registration Priority – TRIO
 1. The Student Support Services program TRIO provides support services to 1) low-income students, 2) first generation college students, and 3) disabled students enrolled in post-secondary education programs.
 2. Currently only Oxnard College has TRIO students and they have 140 students. It was recommended from the district wide student services committee to grant TRIO students priority 2 registration. We are the last college to look at this request and the Chancellor's cabinet is waiting for our input. Priority 1 is litigated for special groups.

- a) *Comment – Other groups on campus have requested priority registration, such as the speech and debate team, and have been denied.*
 - b) *Comment – The TRIO services seem to align in the way we grant registration priority with the purpose of closing the equity gap. It is not a deviation from our standard policy.*
 - c) *Josepha - I motion to agree to add these TRIO students to priority registration 2.*
 - d) *Roger – Seconds the motion*
 - e) *Roll call vote*
 - f) *Unanimous approval of the motion to add TRIO students to priority registration 2.*
3. *Comment – Thank you Erik for coming back to Academic Senate with this and not presuming we would vote for this.*

VII. Adjourned 4:10pm

Senate will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials, consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5. To request an accommodation, please contact the Senate Treasurer rbennington@vcccd.edu by 5pm the Sunday before the meeting of interest.

ACADEMIC SENATE COUNCIL REPRESENTATIVES 2021 – 2022

POSITION	NAME	Present	POSITION	NAME	Present
ASC President	Erik Reese	ER	Library	Danielle Kaprelian	DK

POSITION	NAME	Present	POSITION	NAME	Present
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
ACCESS	Jolie Herzig Silva Arzunyan	JH / SA	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	-	Social Sciences	Matthew Morgan Susan Kinkella Rex Edwards	MM
Business Administration	Josepha Baca Reet Sumal	JB / RS	Student Health Center	Allison Case Barton Silva Arzunyan	ACB / SA
Chemistry / Earth Sciences	Roger Putnam Rob Keil	RP	Visual Arts	Erika Lizée Cynthia Minet	EL
Child Development	Cindy Sheaks- McGowan Shannon Coulter	CSM	World Languages	Perry Bennett Alejandra Valenzuela	
Counseling	Chuck Brinkman Jodi Dickey	CB / JD	Part-time Faculty Representative	Felix Masci Dan Darby	
EATM	Gary Wilson Cindy Wilson	GW	AFT Representative (non-voting)	Hugo Hernandez	HH
English / ESL / Humanities	Sydney Sims Jerry Mansfield	SS	CTE Liaison (non-voting)	TBD	
EOPS	Marnie Melendez Angie A. Rodriguez	MM	GP Liaison (non-voting)	TBD	
Health Education / Kinesiology	Adam Black	AB	Student Liaison (non-voting)	Priscilla Saerang	PS
Health Sciences	Michelle Dieterich Jamee Maxey	JM	Committee Co-Chairs (non-voting)	Christy Douglass Beth Gillis-Smith Letrisha Mai Norm Marten Jennie Whitlock	BGS

Visitors 11/2/21: Oleg Bepalov, Renee Butler, Monica Garcia, Kristy Gonzalez, Perry Martin, Trulie Thompson