

**Academic Senate Meeting Minutes
October 20, 2016**

Present:

Heather Craig (President)
Glenn Tozier (Vice President)
Lynn Kragelund (Secretary)
Sunny LeMoine(ASCCC Delegate)
Doug Ridgeway for Robynn Smith, Creative Arts
Alfred Hochstaedter
Jacque Evans
Susanne Muszala
Sandra Washington
Kathleen Clark
Merry Dennehy
Abeje Ambaw
Elias Kary
Amber Kerchner

Absent:

James Lawrence
Adria Gerard
Mark Clements
Mike Torres
Student Representative: Dan Schrum

Visitors:

Jon Knolle
Michael Gilmartin
Kiran Kamath
Rosaleen Ryan
Diane Boynton

Called to Order at 2:30

A. Public Comments/Welcome

SM - Reconvening a group (a sub-committee of the AS) to look at academic policies. Invite participation from faculty. Next meeting will be in Transfer Area on Tues. Nov. 1st at 2:30pm.

KC - 4 CTE faculty and one counselor met on Monday and looked at CTE issues including, hiring of CTE faculty and the CTE faculty survey on hiring issues. Also discussed Strong Workforce funds distribution. Minutes posted under CTE liaison page. Next meeting on Nov. 4th.

B. Approval of [October 6, 2016 Minutes](#) and [October 11, 2016 Minutes](#) (2:35-2:40)

ACTION:

MD moves to approve the minutes for 10/6/16
SM seconds
Further discussion - please make corrections to KC's initials.
Unanimous approval with 3 abstentions: JE, SW, and EK

ACTION:

JE moves to approve the minutes for Oct. 11, 2016 with the addition of MD to list of attendees
AK seconds
Unanimous approval with 7 abstentions: EK, SL, KC, SW, MD, SM, LK

II. Reports

A. President's Report

AAAG meeting - timeblocks for summer and schedule building timelines for summer and next fall are now available, please check with your DOMs - also, discussed rubric for scoring process for faculty prioritization.

ASCCC - visiting John Freitas from LA City College will be visiting, and July Bruno President of the ASCCC. Inviting all the faculty and division chairs to attend, especially the equivalency committee and the AS to discuss equivalency and the roles in shared governance. Suggestion of including a discussion with Julie Bruno about bringing the campus together.

B. [Committee on Committees](#)

BSI committee changes:

Carrie Ballard---replacing Susanne Muszala as Counseling rep
Elizabeth Bishop---replacing Joel Pickering as Math dept rep

ACTION:

MD moves to make the above changes to the BSI committee
SW seconds
Unanimous approval with no abstentions

Continuing membership needs:

- The Learning assessment committee will need a new chair for next fall and would like to find a counselor to join this committee.
- Would like a senator to get involved with Committee on Committees.

C. ASCCC Delegate Report - Sunny LeMoine

Resolutions for Fall Plenary Nov. 3-5

Area B met a week ago to discuss the resolutions for the Plenary. Handout given to senators to summarize the resolutions. Invite the senators to give SL feedback on resolutions and how she should vote. Many of the resolutions are treated as a consent agenda and need to be removed.

Legislation update: Need to have a policy re: how we give credit for AP courses. If we do not develop a policy, we will default to the CSU policy on AP credit.

Discussion: Praise for SL and the "cheat sheet" that she developed to inform the senators about the resolutions. Feedback on the resolutions should be given to SL prior to Nov. 4th, so that her voting can accurately reflect the wishes of MPC faculty.

III. Old Business

A. Equivalency Policy and Processes and Temporary Appointments to Equivalency Committee
ACTION

[ASCCC paper on equivalency](#)

[CCCCO minimum qualifications by discipline handbook](#)

[Draft of procedure for re-evaluation of minimum qualifications or equivalency in order to rectifying single course equivalencies](#)

ASCCC paper describes examples for equivalency.
Rubric for equivalency for a master's degree, was developed by the equivalency committee.

ACTION:

AF moves to to approve the Procedure for Re-evaluation of minimum qualifications or equivalency in order to rectifying single course equivalencies and post in a prominent place and with the addition of the language "regardless of any gap in service".
GT seconds

Further discussion:

Kiran Kamath - suggests changing the language “the District” to “the Chancellor’s office” because it is their policy that we are required to follow.

What if there is a gap in service for a faculty and the minimum qualifications change, would they be covered under this policy? We should check with ASCCC if there are any issues with this.

Can we add the language “regardless of any gap in service”? There is a resolution through ASCCC that the equivalency is for their career despite any gap in service.

Would like to define “gap in service”. If there is no issue with a gap in service, will approve. If there is an issue with a gap in service, will add language to clarify what length of time is considered a gap in service.

Unanimous approval with no abstentions.

Draft of equivalency to minimum qualifications procedure

Discussion: The MPC Equivalency Committee added criteria/rubric for equivalency for a master’s degree because ASCCC did not have much detail on determining equivalency for a master’s. Concern over describing too much detail with this process and that future members will be stuck using this process. Are applicants informed regarding the decision regarding their equivalency? Currently, no. But this document states that HR would “forward the written rationale from the Equivalency Committee explaining the equivalency decisions to the applicant and dean.” Perhaps we should add this information to the application and give applicants more information about equivalency. This type of detail will increase the amount of work that the equivalency will need to conduct per application, especially if we are giving detailed feedback to applicants about their. Concern raised over guiding applicants to provide information that may or may not impact their eventual hiring, and what if the applicant feels the committee steered them poorly. This procedure differs from current procedure and takes faculty out of some of the decision making.

Due to the significant concerns from the senators, will encourage feedback directly on the document as suggestions.

ACTION

AF moves direct the Executive Committee to take this procedure to the Equivalency Committee, to look at the master’s and non-master’s procedures, and

Draft of Equivalency to minimum qualifications procedure

seconds

Unanimous approval with abstentions:

ACTION:

JE moves to add two temporary members to the Equivalency: AF and Anita Johnson.

SW seconds

Unanimous approval with one abstention: AF

B. SLO Assessment Policy ACTION

SLO Assessment Policy - Formal action is needed on this draft policy.

Changes made based on suggestions from a previous AS meeting. AAG suggested a changed regarding: use of the words “performance evaluation” instead of more detail about what type of “performance evaluation”. Change the i.e. to e.g. for the examples.

Discussion: Feedback given to a senator about having a Board Policy on SLO’s. A college policy seems more appropriate. The committee had the same concern, but overall wanted to make sure the policy was well published and understood by the college. Since this policy is not labeled as Board Policy, can we just specify this is a college policy? What is a college policy? There is some confusion about the types of policy and the difference between policies? Would having this as a Board Policy be better since the intent is to protect faculty from misuse of SLO’s.

ACTION:

HC moves to recommend the SLO Assessment Policy as a Board Policy
GT seconds

Further Discussion: *Does making this a board policy take away control from faculty? Counter: the importance of having this as a Board Policy, is to protect faculty with the SLO process by clearly defining what it entails. What is the function of a board vs. college policy? And without clarity on this issue, would like to investigate that before making this decision. The members of AAG requested this policy, but other senators have heard from faculty that they are not in favor of making this a Board Policy.*

Suggestion: change “right and responsibility” to “role” in the policy.

Vote:

yea: AH, HC, SL, DR, GT, AA, LK

nay: AK, SM, MD, KC, JE, SW

One abstentions: EK

The motion is approved

The following documents have been revised in response to feedback given in our last meeting:

Cycle for Assessment - that includes course assessments, programs-of-study assessment, and Program Review

SLO Checklist - was also developed to help faculty develop SLO’s and includes suggestions for making SLO’s better

- Changed language from Bloom’s Taxonomy only, to include and/or Webb’s Depth of Knowledge

SLO Assessment Rubric - designed to help faculty assess and document assessment of their course SLO's

C. Review of Revised Institutional Decision Making Handbook from CBT workgroup (3:45-4:05)
ACTION

Institutional Decision Making Handbook October 2016

Additional Documents of Highlights of above from Diane Boynton:

Norms for Collaboration in Institutional Decision Making

College Council-PAG-PIE Charge Comparisons

President's Advisory Group - PAG - Additional language added to the charge is stronger than the previous charge regarding advisement based on faculty input.

Planning and Institutional Effectiveness committee - PIE -

Suggest another committee - Professional Development committee

Discussion: Rosaleen Ryan - there are lots of groups that do planning at MPC, but they are fragmented. Having one group that keeps track of all the planning activities is a needed entity. AH would like to recognize members of the AS for their careful reading of this document and assistance in editing to make this a better document.

ACTION:

AH moves to endorse the Resource Guide to Institutional Decision Making
EK seconds

Further discussion: Concern over the lack of description about when the meetings will be held, took out the language "at the discretion". The committee will meet on a regular basis as described in the bylaws of the committee. This newly named committee will continue with the current timing of the college council. Evaluation of the resource guide, page 6, describes the way to add a new committee. There is an addendum that adds other ways to add a committee including a path that includes a request through the AS. Concern over the name change from College Council to President's Advisory Group. The committee feels the new name better represents the true function of the group. Concern over the new committee not following the Brown Act. The Brown Act requires more review and slowed down the process considerably. The new committee will be more nimble and will be more efficient. Norms and representatives will help guide and balance the committee.

Unanimous approval with 2 abstentions: KC, DR
Motion is approved

IV. New Business

Discussion of New Business deferred due to lengthy discussions about the SLO Board Policy and the Institutional Decision Making Handbook

A. Academic Senate Workgroups (4:05-4:15)

Results of Group Exercise in Initial and Tentative Prioritizing of AS Goals

- o **Academic Senate Bylaws Review and Revision**

Academic Senate Bylaws

- o **Faculty Prioritization Process/Faculty Position Selection Procedure**

Process forwarded from Kathleen Rozman and workgroup

- o **CAC and Curriculum Processes- Course Deletion Process**

V. Future Agenda Items

Proposed Administrative Restructure

Technology Master Plan Review (first week of November)

Flex day committee report (third week of November)

Update on Enrollment Management Process from CBT workgroup

Update on Integrated Planning from CBT workgroup (pending work of CBT group)

Meeting adjourned at 4:30pm

Respectfully submitted,

Lynn Kragelund MSN, RN