

**Academic Senate Meeting Minutes**  
**April 20, 2017**

**Present:**

Heather Craig (President)  
Lynn Kragelund (Secretary)  
Kathleen Clark (CTE Liaison)  
Merry Dennehy  
Adria Gerard  
Alfred Hochstaedter  
Elias Kary  
Robynn Smith  
Sandra Washington  
Abeje Ambaw  
Armando Dimas (ASMPC Rep)

**Absent:**

Glenn Tozier (Vice President)  
Sunny LeMoine(ASCCC Delegate)  
Mark Clements  
Jacque Evans  
Amber Kerchner  
James Lawrence  
Susanne Muszala

**Visitors:**

Walt Tribbley  
Kiran Kamath  
Beccie Michaels  
Eric Ogata  
Kim McGinnis  
Michael Gilmartin  
Jon Knolle  
Paul Long  
Lauren Handley  
Heather Faust  
Kathleen Rozman  
Anthony Villareal

**Called to Order at 2:33**

**I. Opening Business**

**A. Public Comments/Welcome (2:33-2:39)**

Beccie Michaels - "[Ready, Set, Transfer](#)" project has been developed for Title 5 grant, will be submitted tomorrow.

Eric Ogata - Training for E4FC - empowering undocumented students. Ask the AS to consider EF4C for a flex day breakout or work session to inform the faculty. EO will contact the flex day committee to investigate adding to the Fall Flex.

**B. Approval of [Minutes from April 6, 2017](#) (2:39-2:40)**

Attendance was updated, and added the ending time.

Minutes accepted

**II. Reports**

1. **President's Report (2:42)**
  - a. **Announcement: Dr. Tribley is applying for a position at another college.**
  - b. **PRIE - concern about summer courses, encourage faculty to not intentionally scare students away from taking an intensive summer course.**

2. **Committee on Committees (2:46)**

**Hiring committee for the PRIE Dean:**

**ACTION**

**AS moves to approve Diane Boynton, Kasey Giammanco as faculty members on the Hiring committee for PRIE**

**SW seconds**

**Unanimous approval with no abstentions**

**Hiring committee for Dean of Stem - update**

- **Additional faculty member has volunteered: Elizabeth Bishop, will join Andres Durstenfeld and Beth Penney**

**Learning assessment committee membership**

**ACTION**

**RS moves to add a new faculty member to the LAC next year: Connie Hebert**

**AH seconds**

**Unanimous approval with no abstentions**

3. **Learning Assessment Committee (2:50)**
  - a. **Developing a Google form for expedited revisions of SLOs**
  - b. **Idea group to discuss how to address courses that have multiple sections taught by multiple instructors.**
  - c. **GEO's - need to modify the process for using GEO's and mapping our course outcomes**

4. **Instruction- Counseling "Student's First" Goal Group - deferred to next meeting**

**III. Old Business**

## **A. Academic Affairs Board Policies (2:57) ACTION**

**BP4021 Program Discontinuance** - This is a new policy in the CCLC template format. Some concern over the use of the word “program”.

**BP4025 Philosophy and Criteria for Associate Degree and General Education** - The listing of the GE areas has been taken out because this information is in the catalog. Few edits made to grammar. Added “in collaboration with the Academic Senate”. Suggestion: edit out statement that references students completing the GEO’s. If the CCLC template does not include this detail, we can remove this statement. HC and Kiran Kamath will look at the CCLC template and then make the edit if appropriate.

**BP4040 Library Services** - This is the template language.

**BP4100 Graduation Requirements for Degrees and Certificates** - Clarification to the graduation requirements (GPA), and added statement about collaboration with AS.

**BP4220 Standards of Scholarship**

### **ACTION**

**AG moves to approve the above 5 Board Policies**

**AH seconds**

**Unanimous approval with no abstentions**

**BP4260 Pre-requisites and Co-requisites** - New policy, edits made to some language.

Concern over the including a reference to the CAC but no statement about collaboration with the AS. Can we add a statement about collaborating with the AS? Mixed opinions discussed about the necessity of including the AS in this policy due to the narrow focus of this policy. **HC will investigate this policy further and will bring it back to a future meeting.**

**Two additional BPs for first read and possible action:**

### **BP4060 Delineation of Functions**

CCLC language but found confusing. Will share CCLC boilerplate and another school policy to better understand this policy and how to be more clear.

### **ACTION**

**AH moves to approve the above policy**

**No second**

**Will discuss at a future meeting.**

### **BP4115 College Catalog**

**Removed 4 examples of eligibility. Need to update language about catalog rights. Not a CCLC policy and not a common board policy at other colleges.**

*Discussion: Change to a procedure instead of a policy? “From the time of first enrollment to ....” We have no mechanism to implement the new catalog rights policy and check each catalog during a student’s enrollment. Need to discuss this further at a future meeting.*

#### IV. New Business

##### 1. Discussion of division restructure (3:34)

**Dr. Tribble: Michael Gilmartin is retiring, need to restructure his position because it was so large: Stem and PRIE. Also, Marina campus needs a student services dean moving forward. Several deans oversee CTE programs, a designated CTE dean would be able to specialize in CTE.**

*Discussion: Would like continued focus on all positions across campus, not just dean positions. Please don't pause discussion on other non-dean positions. Will faculty have influence on how the divisions will be restructured?*

*Response: AAG discusses the divisions and dean positions, and gives input on how the divisions will be structured. New dean positions will be more clearly associated with the disciplines would fit best in order to address discipline needs better.*

*Discussion: AAG members visiting do not recall endorsing all of the dean positions.*

*Response: Will look back at the AAG minutes to find that motion.*

*Discussion: This restructure will eliminate division chairs leaving only department chairs. This will cut down on ability to communicate effectively. Negotiations are covering some of this discussion. What falls under Senate purview? There is a lack of clear communication and participation with current system. With the proposed structure, how will equity be applied to each dean?*

*Response: All will be Deans of Instruction, but will have different assignments based on their focus.*

*Discussion: Concerns over equal access to Deans for divisions under a dean that needs to be away from MPC for their position.*

*Response: There will be an Office of the Dean working to provide support to faculty equally, not just the individual deans.*

*Discussion: Concern over hiring of deans at the expense of other open instructional positions.*

*Response: MPC is lean on the dean level when compared to other colleges.*

*Discussion: What are the issues with the current structure? How much disruption will occur with a complete restructure of the divisions.*

*Response: Acknowledged concern over potential disruption during re-structuring. There are many rumors about the new structure. Not all is decided, but proposal is for 10 division chairs and 20 department chairs. There are a lot of resources available for community colleges, having a dean to focus on an area will help MPC obtain and utilize more of these resources. In this fiscal situation, MPC needs to do some extraordinary work and find better ways to access the resources available. Some of the retiring faculty positions will not be filled immediately.*

2. Title V grant submission- collaborative grant with CSUMB - Beccie Michael ACTION - discussion deferred
3. Review Board Policies from Student Services - discussion deferred

[BP4230 Grading and Academic Record Symbols](#)

[BP4231 Grade Changes](#)

[BP4235 Credit by Examination](#)

[BP4240 Academic Renewal](#)

#### **Flex Day Committee Report (4:18) - Anthony Villareal**

- a. Presented the working draft of the Fall Flex Day Schedule
  - i. Keynote: Veronica Neal to discuss student equity, will offer breakout sessions also.
  - ii. Moved the President's address to the afternoon. KK feels it is odd to not have the president address the college first thing in the morning.

#### **V. Future Agenda Items**

1. Further clarifying roles of Academic Senate and Faculty Bargaining Unit
2. CAC procedures: max course size, reinstating courses, new course request procedure, new program request procedure, updating and review of courses
3. HR procedures: faculty hiring, adjunct faculty hiring, faculty prioritization, evaluation
4. New committees: procedure for institution of, CTE committee(s), instruction-counseling collaborative, HR procedure review
5. Categorical funding allocation process
6. Calendar for review of MPC policies and procedures under 10+1
7. Review of Resource Guide to Institutional Decision Making

Meeting adjourned at 4:23pm

Respectfully submitted,

Lynn Kragelund MSN, RN