

Academic Senate Minutes
March 17, 2016

Present:

Alfred Hochstaedter (President)
Heather Craig
Kathleen Clark (Vice President)
Paola Gilbert (ASCCC Delegate)
Lynn Kragelund (Secretary)
Jacque Evans
Sunny LeMoine
Sandra Washington
Robynn Smith
Mike Torres
Eric Ogata
Suzanne Muzalla - newly elected senator
Student Representative: Dan Schrum

Absent:

Mark Clements
James Lawrence
Glenn Tozier
Merry Dennehy
Mary Johnson

Visitors:

Dr. Tribley
Kiran Kamath
Anita Johnson
Kelly Stack
Susan Kitagawa
Elizabeth Schalau
Elliot Roberts

Called to Order at 2:30pm

I. Opening Business

A. Public Comments/Welcome

Kelly Stack: Feeling encouraged that the AS will be discussing Scheduling/Enrollment issue and hope that the AS will not be slow or reluctant to act on this issue.

KC: Kirsten Darken and KC are working on a webpage maintained by the CTE Liaison that will have CTE information. The page will be linked to the Academic Senate web site.

B. Approval of Draft Minutes from the [March 3 meeting](#) (2:35-2:45)

Dr. Tribley: would like to note that the record of his comment from the last AS meeting about 10+1 did not accurately reflect his intended message. Would like to clarify that the comment was in response to the suggestion that 10+1 includes language about scheduling which is not accurate. However, he feels that it is very important for faculty to be involved in the scheduling process. Will add an asterisk to minutes from March 3, 2016 to refer to this clarification.

Dr. Tribley indicated that the record of his comment from the March 3 Academic Senate meeting did not accurately reflect his intended message. Here is the quote from the March 3 minutes:

Walt Tribley - Note that scheduling is not on 10+1, but this is an important part of AS role.

In today's meeting, Walt clarified that while the 10+1 does not include scheduling, faculty do need to be involved in the scheduling process and that scheduling is an appropriate topic for Academic Senate dialog. Will add an asterisk to minutes from March 3, 2016 to refer to this clarification.

ACTION

Motion to approve the minutes by PG

Second: JE

Unanimous approval with 3 abstentions: AH, HC, EO

II. Reports

A. President's Report [Notes](#) (2:45-2:55)

See notes for more information.

B. Academic Senate Officer Elections (2:55-3:05)

President -- Heather Craig

Vice-President -- Glenn Tozier

ASCCC Delegate -- Sunny LeMoine

Secretary -- Lynn Kragelund

COC Chair --

Flex Chair (not an executive position under bylaws) -

ACTION:

PG moves to vote in the slate by acclamation

EO seconds

Unanimous approval

C. Flex Day Report

April 28 (Optional) Schedule (Google Doc linked here)

- Technology will have an all day drop-in for help with Google
- ICDE will also offer a workshop

Fall Flex: sessions are filling up, will no longer schedule lunch due to low attendance in the past. Other ideas were having a food truck or a pot luck. No plans for lunch for Fall Flex 2016.

Keynote for Fall - no speaker selected yet.

Discussion:

Anita Johnson suggested that one of the local politicians who is running for office might like to speak about education on the local or state level.

Suggestion: Jimmy Panetta who is running for state senate.

Dr. Tribley: suggested that you invite all candidates running for an office. Would not want the AS to appear to support one candidate. May be better to invite candidates for a debate, not for a Flex Day speaker.

Suggestion that a faculty member do the keynote, especially if it is difficult to find an outside source. Or a local High School Principal to speak about what they would like from MPC. Or a panel of High School faculty. Or the superintendent.

Dr. Tribley: MPUSD has made a major change in their High School organization, each of the three high schools will have a different focus.

Another suggestion is someone from ASCCC, like Julie Bruno.

D. COC (Action Item)

[CBT working group on enrollment management and scheduling](#)

Increased the number of faculty from 2 to 6 members and added someone from counseling.

ACTION

RS moves to approve the working group membership

JE seconds

Unanimous approval with one abstention: DS

III. Old Business

A. GE Area Descriptions from the Curriculum Advisory Committee ACTION

See linked document for AS and CAC representatives.

[The document as it stands now](#)

[Directions for each group](#)

[CAC and Academic Senate Personnel](#)

IV. New Business

B. Policies and Processes for Enrollment Management and Scheduling

[ASCCC's 2009 paper, Enrollment Management Revisited](#)

[Plan from Pam Deegan of CBT](#)

Contract for Business Process Analysis from the Strata information Group-- Developing the Schedule of Classes

Discussion:

To remind senators, this agenda item arose from a discussion about enrollment and scheduling around campus. There were examples in several departments, of classes being cut at the last minute and cuts being made to core courses. The feeling is that the administration is becoming more involved in decisions about scheduling that previously were made by or with more faculty/department input. Need more discussion about the process and the faculty role in these decisions.

Frustration felt by faculty about scheduling: making decisions then administration changing or canceling classes without time for analysis or discussion with department or faculty. Analysis and/or the sharing data with faculty is not happening. Faculty work really hard to develop their schedules, to have them changed without their input is very upsetting.

Will future scheduling decisions be based on these last minute changes? Concern over departments that don't have large enrollment classes being unfairly cut because of budget issues.

Students suffer from these cuts. Student population at MPC is unique, and day vs. night students are different. More consideration needs to be given to MPC's student population and overall mission when decisions are made. The budget can't be the only consideration.

Anita Johnson - Unfortunately some colleagues are not in attendance to share their stories about this issue.

Administration should be involved in discussions about scheduling in certain circumstances to understand the program offerings and students that would be impacted by changes to the schedule.

It is disappointing that the schedule is now done for next year, it may be too late for this discussion.

Alethia DeSoto - the CBT rep spoke yesterday about the importance of communication and collecting the data. This presentation was video taped, please view this to get more information. Discussed an example block schedule that was very clear. What was the process that occurred, is there a clear process for scheduling or changes to scheduling?

There is no clear process currently at MPC, perhaps in part due to turnover in the role of VP of Academic Affairs. The goal of the annual schedule is to have fewer class cancellations in the long run.

Anita Johnson - Find ways to bring counseling into the discussion about scheduling because they have knowledge of students needs in the future. Need participation counseling to inform the schedule, along with the faculty and administration.

Also before canceling a class, look at other options (time of day, instructor, format).

Where are the discussion about marketing vs. always cutting classes? What is going to happen to MPC in the future if we resort to canceling classes often.

Alethia DeSoto - Pam, CBT rep suggested MPC look first at getting a solid schedule before marketing. However we are in such need, perhaps we should be doing multiple things.

Enrollment targets, are those available for division heads to help inform scheduling? FTEs targets can also give some information for developing schedules.

What will happen tomorrow? What will happen after this discussion? Will there be any changes result from this discussion? The AS deals with lots of issues, this issue is one of the most important. Can the AS do something with these concerns?

Suggest that senators read the paper from ASCCC linked above. The AS should consider designing a policy or form an enrollment management committee, in order to address this issue.

DS: MPC is unique and that is a good thing. Concerning and disheartening to see the changes and cancellations from a student perspective.

Two issues 1. long term view of what is MPC as a college, and 2. the lack of a process for these decisions. The mechanics issue seems more like an AAG responsibility?

Clearly there is more to discuss, suggestion to have senators read over the 2009 ASCCC article and be prepared to discuss this again at the next AS meeting.

A. 2016 EEO Plan(4:00-4:15)

Susan Kitagawa with Elliot Roberts, and Beth Shellout - members of the Equal Employment Opportunity Advisory Committee (EEOAC).

[EEO Plan with tracked changes](#)

[MPC Applicant Pool and Employee Demographics](#)

Changes to T5 Language

Susan Kitagawa - EEO Plan includes changes to title IV to answer questions about 2009 and the limitations it imposed. See EEO plan with changes above. Update was required to 2009 plan that was based on a model plan. One change: can use MPC longitudinal data for comparison over time vs. looking at data from a current applicant pool. Also, now includes language about Shared Governance being included in review of proposed EEO plans. An EEO Advisory Committee has the authority to act as an advisory body. There are 18 initiatives in the plan to further the college's commitment to diversity.

Discussion

Which committees will be used for approval of the plan?

SK: this plan is an informational item for the shared governance committees, and presented to the committees for information and recommendation. The committee consists of: two faculty members, 2 classified and 2 administration member and at most 3 community members. There are funds (\$5000) from the state and four things that it can be spent on, with an opportunity to increase funding.

Who decides which activities will be funded?

SK: The EEOAC will make decisions on how to use the funds. One example is improved tracking of potential employees to find out why they decide not to interview. Can we identify barriers to hiring and/or interviewing diverse candidates. Will use statistics on hiring to help inform decision making.

V. Future Agenda Items

A. Director of Student Success - How can we work together?

B. Review and potential revision of Academic Senate Bylaws

C. Recommendation from ICDE on Canvas as MPC's Learning Management System

D. Update on the [Plan to Establish Systematic Assessment of Course and Program Outcomes](#)

E. Review recommendations from CBT on [Integrated Planning Processes](#) and [Governance Processes](#)

F. Space in the schedule reserved for meetings

Meeting adjourned at 4:28pm