

Academic Senate Meeting Minutes October 6, 2016

Present:

Heather Craig (President)
Glenn Tozier (Vice President)
Lynn Kragelund (Secretary)
Sunny LeMoine (ASCCC Delegate)
Robynn Smith
Alfred Hochstaedter
Adria Gerard
Kathleen Clark
Amber Kerchner
Susanne Muszala
Abeje Ambaw
Merry Dennehy

Absent:

Jacque Evans
Sandra Washington
Mark Clements
Mike Torres
James Lawrence
Elias Kary
Student Representative: Dan Schrum

Visitors:

Michael Gilmartin
Dawn Rae Davis
Laura Franklin
Catherine Webb
Trenton Tyler Strode - for student representative Dan Schrum

Called to Order at 2:34pm

I. Opening Business

A. Public Comments/Welcome (2:30-2:35)

Dawn Rae Davis - express concern over the future of the gender and women's studies program at MPC, distributed handout about the program. Discussed the demand and need for the program and the budget process for hiring faculty. LGBTQ population at

MPC is underserved, but they are served by the programming and clubs through this program. The one faculty position in this program is currently funded by a grant that expires next June. The grant is specific for gender and women's studies and willing to fund two more years. Encourage senators to spread the word that the department needs support for continued funding.

RS - Emphasizes the importance of gender and women's studies and the senate should do something formal to support. Concerned that only three faculty positions have been proposed for hiring next year, but 14 new administrative positions are proposed. That is a concerning mismatch.

HC - A discussion about Faculty Prioritization needs to go on the AS agenda.

KC - The [CTE liaison page](#) is now populated, and includes information about the Strong Workforce Initiative.

B. Approval of [September 15, 2016 Minutes](#)

ACTION

RS moves to approve the minutes from 9/15/16

SL seconds

Discussion: The comments recorded about the CBT discussion were well documented.

Unanimous approval with one abstention: AK

II. Reports

A. [President's Report](#)

- See AAAG meeting agenda from 10/5/16 for more information about Faculty Prioritization for hiring. Michael Gilmartin described the process including that the deadline for faculty position request for next year is 10/12/16. Would like to decide and post position announcements in December.
- Next week for the Accreditation Visit, the AS will meet on Tuesday 10/11 so the accreditation team can visit the meeting. The agenda will be posted soon. KC recommended discussing Faculty prioritization.

B. [Committee on Committees Appointments](#)

- **OEI - Alethea DeSoto**
- **COC - Paola Gilbert**
- **Auto Tech Hiring Committee - Steve Albert**

ACTION:

AH moves to approve these three appointments

SM seconds

Unanimous approval with no abstentions

Several Vacant committee positions are still available and there is need to improve recruitment.

III. Old Business

A. SLO Assessment Policy - AH

Email sent to All Users last spring with the following documents developed by the committee:

- [SLO Assessment Policy](#) - Formal action is needed on this draft policy.
- [Cycle for Assessment](#) - that includes course assessments, programs-of-study assessment, and Program Review; feedback welcome
- [SLO Checklist](#) - was also developed to help faculty develop SLO's and includes suggestions for making SLO's better; feedback welcome
- [SLO Assessment Rubric](#) - designed to help faculty assess and document assessment of their SLO's; feedback welcome

Request formal action from the AS on these as a board policy.

Discussion: (Feedback from Senators followed by response from AH)

- *Checklist - use of Bloom's taxonomy is controversial because it does not necessarily denote higher level thinking. Are we sure we want to use this to guide our assessments?*
- *Rubric - confusion over use of specific data to support assessment of a broad SLO. And usefulness of looking specific objectives when we are looking at overarching assessment of a course. Would help to have a sample SLO linked with a sample assessment. Encourage this change with the poetry example on the rubric: use "create figurative language".*
- *How can we practically assess courses and coordinate adjunct faculty to take part in this process. And how does this help promote improvement if it is looked*

at as a requirement that is met every two years. How is it helpful if it is not looked at for two years.

- Encourage faculty to look at their courses more often than every two years.
- We are shifting from Instructor Reflections to Course Assessment. Different departments will find unique ways to accomplish these assessments. And departments are encouraged to share how they accomplish this with the Learning Assessment committee.
- Some instructors are the instructor of record for a large number of courses. Encourage the committee to work with those instructors that have a large number of courses.
 - Would encourage delegation of some of the work of the reflections to other faculty and staff that take part in the courses.
- Also, some courses have small numbers of students where statistical assessment would be inappropriate. Can the committee suggest or help with those types of situations.
 - Encourage the use of qualitative assessments if you do not have large enough sample size in your courses.
- What are the consequences for faculty who do not follow through with the assessments or complete?
 - The committee would like to move toward reviewing these assessments and support faculty with improvement, but that is not the role of the committee at this time.
- Policy - When does the policy, process and procedure need to be developed? Who is dictating the timeline for this and why? Some editing feedback - the structure of the document is inconsistent. And the use of all caps for NOT is inconsistent.
 - Fellow faculty requested this policy via AAAG
 - The committee intentionally created the structure as parallel for emphasis.
- "Results" in P 2 referring to the same thing as "data" in P 5?
 - Will ask committee
- Concern over the amount of work that these assessments will require. There are practical implications for faculty workload. We need to find a way to make it practical. Would like to encourage a conversation with the AS and the Union. Would like to encourage clarifying that the use of these assessments will NOT be used for faculty performance evaluation.

- *We are trying to put the policy forward, and the union can then address any change in workload.*

ACTION

RS moves to take the above suggestions back to the committee and return to the AS in two weeks with the revised document.

SL seconds

Unanimous approval with one abstention: AH

B. Single Course Equivalencies

- [ASCCC paper on equivalency](#)
- [CCCCO minimum qualifications by discipline handbook](#)
- [Draft of possible board policy and campus procedures for screening of minimum qualifications or equivalency](#)
- [Draft of possible procedure for re-evaluation of minimum qualifications or equivalency in order to rectifying single course equivalencies](#)

Need for a Board Policy that clarifies the process to establish Minimum Qualifications and Equivalency. Encourage the senators look at the Draft Board Policy and the Draft Procedure.

Discussion: There are faculty currently in this process and we need to move on this policy quickly. What is the role of the Deans in equivalency? Deans should not be involved formally in the equivalency process. The equivalency committee needs additional members to help accommodate the current applicants quickly. For the Spring schedule, some faculty are at risk for not being able to teach during the Spring Semester due to equivalency issues.

How will this affect students? The classes will still be available, but will be labeled as "staff" pending decisions on faculty assigned to teach the course.

The procedure for re-application is most needed due to current adjunct faculty who are in the process. HC will separate the document into three documents: 1. Board Policy: Human Resources Minimum Qualifications and Equivalency, 2. Process for

Re-applying for Minimum Qualifications, and 3. Administrative Procedure: Human Resources Minimum Qualifications and Equivalency.

ACTION:

AH moves to direct the AS Executive Committee to solicit comments and suggestions directly on two documents: the Board Policy for Minimum Qualifications and Equivalency and the Process for Re-applying, and give a deadline for suggestions, and then approve the Policy and submit to the Board.

TS seconds

Discussion: Do not want the Administrative Procedure to be approved without further discussion in the AS. This action only concerns the two documents listed above.

Unanimous approval with no abstentions.

IV. New Business

A. Accreditation Site Visit - Catherine Webb

- [Accreditation Site Visit](#)
- [Actionable Improvement Plans](#)

- Encourage all faculty to attend one or both of the Open Forums and the Exit Forum during the visit.
- Two or three members are expected to sit in the AS meeting on Tuesday afternoon.
- All of the team are volunteers from other CA community colleges and we are grateful for the time and energy they are putting into this process.
- Encourage senators to read over standard IV-A to remind yourself of the standards. Also, I-B and II-A are good to review. Booklet was distributed to all faculty to help prepare for the visit.

B. [BSI Report](#) - Laura Franklin

Basic Skills Initiative yearly report is smaller this year because of some duplication between BSI and 3SP. This year the only required information is a report on two allocations, 2014-2016 and 2015-2017. MPC has spent the allocation for the allocation through June 2016.

The Basic Skills committee, AAAG and College Council have all seen and approved the report. Require the AS president to sign off on the report.

ACTION:

KC moves to approve the BSI Report

AH seconds

Unanimous approval with no abstentions.

V. Future Agenda Items

Review of Academic Senate Bylaws, Membership, and Purpose for Institutional Decision Making Handbook

Proposed Administrative Restructure

Report on ASCCC Curriculum Academy from Gamble Madsen of CAC

[ASCCC Paper on Curriculum](#)

Technology Master Plan Review (first week of November)

Review of Revised Institutional Decision Making Handbook from CBT workgroup

Update on Enrollment Management Process from CBT workgroup

Update on Integrated Planning from CBT workgroup

Faculty Prioritization Process

Meeting adjourned at 4:38pm

Respectfully submitted,

Lynn Kragelund