

**Academic Senate Meeting Minutes  
November 3, 2016**

Present:

Heather Craig (President)  
Glenn Tozier (Vice President)  
Lynn Kragelund (Secretary)  
Robynn Smith  
Alfred Hochstaedter  
Jacque Evans  
Adria Gerard  
Sandra Washington  
Kathleen Clark  
Merry Dennehy  
Mark Clements  
Abeje Ambaw  
Amber Kerchner

Absent:

Sunny LeMoine(ASCCC Delegate)  
James Lawrence  
Susanne Muszala  
Elias Kary  
Student Representative: Dan Schrum

Visitors:

Jon Knolle  
Michael Gilmartin  
Jaye Luke  
Michael Midkiff  
Kristin Darken  
Anthony Villareal

Called to Order at 2:33pm

**I. Opening Business**

**a. Public Comments/Welcome**

RS - Why is the equivalency discussion not on the agenda for today's meeting? Has an AS committee been created to look at this issue? Frustrated that the applicants do not know

where they are in the process. For the faculty who are hoping to teach this Spring, are they being notified? Both Creative Arts and PE instructors have not heard yet.

HC - AH and Anita Johnson joined the equivalency committee to help get through the applications more swiftly. But this process is difficult and time consuming. Applicants are being considered and many decisions have already been made.

AG - Is it possible to offer these applicants a timeline for a decision? The end of this semester?

HC - Yes, the decisions must be made by the end of the semester.

MD - Can we move back to the Karas Room for AS meetings?

HC - There was a discussion about moving rooms, but there was concern over the fact that Dr. Tribley cannot hear as well in the Karas room.

Many senators expressed interest in moving to the Karas Room and commented that the acoustics in the current room is not better than the Karas room. Can we use a microphone in the Karas room if needed? HC will investigate moving to the Karas room with a microphone available.

## **b. Approval of Draft Minutes from [October 20, 2016](#)**

Minutes are approved with one edit: removal of Mike Torres from the AS roster.

## **II. Reports**

### **a. President's Report**

#### **Board Meeting -**

- Women's and Gender Studies - students spoke in support of the continued funding of the program.
- ASMPC - raise student fees over several years
- President's report - 2 positions requested including:

- Moving the foundation president position from the foundation to the college and add a grant writing oversight to the position.

**AAG** - New EMS system is being introduced with a training on 12/2, look for an email with details. Presentations on the new faculty positions.

## **b. CTE Liaison Report**

The CTE meeting for this month has been canceled with no reason given. The CTE faculty would like to meet to discuss the distribution of the Strong Workforce Initiative grant money for CTE programs (\$400,000-\$600,000). The deadline for the proposal is Jan. 31, 2017 and the CTE faculty would like to have enough time to make considerate. Requesting that the AS create a committee to do the yearly proposals for the CTE grant money that is expected to be administered each year until 2018.

### **ACTION:**

**KC moves that the AS create an CTE committee to address the distribution of grant funds from the Strong Workforce Initiative in a timely fashion in order to meet deadlines. And that the committee gain administrative support and becomes ongoing to address future grant disbursements.**

### **AK seconds**

*Further discussion: Is this issue is shared by other colleges and what role does the AS play with the CTE decision making? An article published by ASCCC discussing this matter. The 3SP program had a similar situation and they handled it by creating a Dean that would handle the work of investigating and creating the proposal. Michael Gilmartin stated that the information is not yet available from the state. Will this proposal need AS approval? That is unknown so far since this is so new. The CTE faculty needs to be better informed about the process and what we know. If there is a delay from state level, that needs to be communicated to the faculty. Does this committee need to be a sub-committee of the AS? The CTE faculty would like for it to be a AS committee. It does not need to be only senators, but there should be senate representation. Should it be only CTE faculty? No, it can include other disciplines.*

*Suggest that we create a work group to decide on creation of this committee since this committee is intended to be ongoing and there is another committee with a similar charge. Can we make the decision about creation of this committee and then determine if it needs to be an ongoing committee?*

**Aye - AK, KC, MC, JE, RS, MD, AG**

**Nea - GT, AH, HC, LK**

**One abstention: AA**

**Motion carries**

**c. Flex day committee report (moved to new business so as to accommodate schedules) - Anthony Villareal**

Spring Flex Days - Jan 18-19

Used survey results to guide the development of the schedule and breakout sessions. Added more educational/instructional topics. Also looked at student surveys which have showed decreased satisfaction over the past few years. Survey turnout has been low, working on incentives for faculty to complete surveys.

Schedule is in draft form due to editing needs, but speakers and break-out sessions are confirmed.

**Action:**

**MC moves to approve the flex days schedule**

**AG seconds**

**Unanimous approval**

**III. New Business**

**a. Technology Plan from Mike Midkiff and Kristin Darken**

**Technology Master Plan** - the previous plan is ending (2013-2016) and a new draft plan has been created for 2016-2019. Highlights from previous plan: move to Google

for docs and Email, single sign on feature for Lobo Apps, student and faculty support with new technologies. New initiatives include: Move toward Canvas for campus.

Tech committee is reviewing the report and making suggestions.

*Discussion: Concerns about the implementation of the reporting structure for service librarians. Expert consultants made the recommendation and the implementation is not yet decided and the concern is noted. Encourage the tech department to give more time with campus wide changes and ask for feedback from the campus community before making a change. The IT department welcomes feedback from the AS and faculty.*

#### **b. Learning Assessment Committee presentation on TracDat Training**

Starting next week, faculty who are interested can assess their course in the TracDat system. Faculty will be emailed with an invitation to use TracDat for their course assessment. Committee is looking for feedback on the system. Also looking for collaboration with AAAG and CAC on the creation of guidelines for the archiving of courses in CurricUNET.

#### **c. Distance Education Update from Jaye Luke**

**Changed name to OEC - Online Education Committee**

**Canvas update - three options for transition: Encourage departments to put in a help desk ticket to request assistance with the move. And please make a plan for moving courses well in advance of next fall. Would like to encourage faculty to move course as soon as feasible.**

**92/113 CA colleges have moved to Canvas.**

**Online Education Initiative (OEI) - The exchange opens this Spring Semester for a pilot program. MPC will enter the exchange in Fall 2017. Only 20 GE courses will be offered corresponding to the most in-demand courses. MPC will offer 4 courses to start. There are issues with accessibility and making courses “exchange ready”. Thank you to the faculty that are currently preparing pilot courses, they are putting in tremendous amount of work into this process.**

*Discussion: How does this affect the process of attaining an AA degree from one college? This should follow all the same processes for any course taken for college credit. There is a minimum number of courses that you must take to achieve a degree from MPC. The senate faculty counseling and support services committee is looking at this issue of conferring degrees.*

*Is there course for faculty or examples of ones that are "exchange ready"?*

**Reminder about online resources available:**

- **There is an orientation for students to Online courses.**
- **Canvas has a built-in plagiarism detection system.**
- **Net tutor - free online tutoring for any type of class in many different disciplines**
  - *How do students know about this? If you want to make this available for students, faculty can link it through the class website on MPC Online or Canvas. Faculty can submit a help ticket to IT if they need help activating the link on your course site. Will be in the course Shells for Spring Semester.*
- **Proctorio - proctoring software that monitors test taking security and authentication for online exams.**

**d. Report on Equivalency Regional Meeting from Glenn Tozier**

Attended "Minimum qualifications and equivalency" meeting in Woodland. Faculty from various colleges shared their processes. Brought the MPC application and process to share, feedback was overwhelmingly positive from other attendees. Process at other colleges were not as well delineated or specific and seemed more difficult for applicants.

*Discussion: Thank you to Glenn for going to this meeting! How can the AS communicate that the MPC process is actually well developed compared to other colleges. Was there any discussion on "grandfathering" in faculty? No college wanted to discuss. One faculty did say that their college had granted discipline equivalency in order to avoid single course equivalency. But they regret that decision due to concerns over being audited and situations where instructors were teaching outside their qualifications because they were given discipline equivalency. Jon Knolle attended the Southern California meeting and heard similar feedback. Also, told that "single course equivalency is not legal" by someone from the*

*Chancellor's office. Look at minimum qualifications as a way to protect your profession so that unqualified teachers do not teach classes outside their experience. Heard remarks that encourage communication with applicants and letting them know why they did not meet equivalency. This issue is especially problematic when hiring CTE faculty. Need to be strategic about assigning disciplines to courses. Can assign multiple disciplines to one course, but both disciplines need to approve. Every two years the disciplines are reviewed and there is a process to create a new discipline at MPC. The Chancellor's Office is clear about not giving single course equivalency.*

*Need to communicate an update on single course equivalency re-assessment to the entire faculty, perhaps by an all users email.*

#### **IV. Future Agenda Items**

##### **a. Minimum Qualifications through Equivalency Process**

##### **b. Academic Senate Bylaw Revision**

##### **c. Review of Process for Formation of New Campus-wide Committee and/or Sub-committee**

##### **d. Integrated Planning CBT workgroup**

##### **e. Update on Enrollment Management Process from CBT workgroup**

Meeting adjourned at 4:27pm

Respectfully submitted,

Lynn Kragelund MSN, RN