

Academic Senate Meeting Minutes
Sam Karas Room
May 3, 2018

Academic Senate Membership

Present:

Heather Craig (President)
Glenn Tozier (Vice President)
Jacque Evans (Secretary)
Kathleen Clark (CTE Liaison)
Susanne Muszala (COC Chair)
Adria Gerard
Robynn Smith
James Lawrence
Elias Kary
Sunny LeMoine
Molly Jansen
Jon Cristobal
Lynn Kragelund

Absent:

Mark Clements
Paola Gilbert
Abeje Ambaw
Armando Dimas (ASMPC Rep)
Jeremy Diamzon (ASMPC Rep)
Odir Bonilla (ASMPC Rep)

Visitors:

Kiran Kamath
Heather Faust
Rosa Arroyo
Russia Turner
Judith Cutting
Catherine Webb
Diane Boynton

1. Opening Business

1. Public Comments/Welcome (2:35-2:50)

Diane Boynton - Guided Pathways. Currently on the GP committee and a coach of Leading from the Middle. Went to WV College, they are at the same point with GP as MPC. Noticing that the Administration is taking the lead role, faculty needs to have a stronger role. We need a faculty lead coordinator. Every committee should have a co-chair, there is not a co-chair for GP and it should be faculty. Sat down with Susanne Muszala to get counselor perspective on GP. Need to have conversations about GP with faculty.

HC - looking at GP from top down, where can students get jobs based on their pathway.

Catherine Webb - Professional Development opportunity Strengthening Student Success conference registration is now open. Fund allocation has not been identified. Conference will be in Oct, fills up fast so we should determine who might be interested in attending. Ideally would like to send a big group using the PRT funds. Heather Craig will send out information via email. Have faculty who are interested let either HC or CW know.

MJ - would the conference funds support paying for subs in order for faculty to attend?

CW - Will check with Kiran. PRT funds may be used for ASCCC professional development as well.

Robynn- Jewelry, printmaking sale is starting today. Print Day in May (May 5th) - all fifty states are involved. Started here at MPC about 11 years ago. Tuesday 4pm -6pm going away for Robynn Smith & John Anderson.

Molly Jansen - First Hospitality Open House, Wednesday May 9th. Promoting Sustainable Culinary, Baking and Pastry and Wine Professional programs.

James Lawrence - Held 9th annual Auto Skills Challenge. Collaborated with Hospitality and Horticulture

Kathleen Clark - Judith Cutting is holding workshops for grant writing Perkins or Strong Workforce

2. **Approval of Draft Minutes from April 5, 2018 and April 19, 2018(2:50 -3:00)**

Action:

April 5th Notes

MJ move to approve
SM seconds

Unanimous approval
2 abstentions RS, GT

April 19 Notes

EK Moves to approve
AG seconds

Unanimous approval
3 abstentions SM, JL JE

2. **Reports**

1. **President's Report Notes (3:00-3:20)**

Proposed Budget assumptions - on the Budget web site

Called 2 task forces - Academic Support Task Force, (STEM, Social Science, English, Math represented).
Formulating a plan for what Academic Support looks like in each division. Intention to have a clear idea as to what Academic Support looks like around campus. Should have Student Services represented as well on ASTF.

Adjunct Task Force was formed by Sunny. 2 adjunct were present from Creative Arts.

SL - we want to put out a survey to let adjunct faculty prioritize what they would like task force to focus on.

President's Address - large gala lunch. Donations can be made during this address. Would like to send out video of the honorees to all faculty.

Budget Meeting - These meetings have become very productive. Looking at benefits and how they could change based on different scenarios. Looked at 5 year projection. The cost of our healthcare is complicated.

AAAG - did not attend but know that there was a discussion about GP leadership by Diane Boynton.

If you are interested in attending a conference this summer please contact HC. Free Conference at Evergreen College on GP May 12th, have to register but it is free.

Gavilan College - open house May 15th. They have an in-house high school, students graduate with an AA and diploma

2. Committee on Committees (3:20)

No items

3. Flex Day Committee Report (3:20- 3:33) - ACTION

Deferred to next meeting 5/17/18

4. LGBTQIA + Diversity Advocacy Committee (3:20-3:35) - ACTION

Heather Faust, Rosa Arroyo & Adria Gerard presented:

AG - Draft, Resolution regarding MPC Inclusive Language Use. Accompanied by recommendations of how to replace or use Inclusive specific pronouns. Should be on AS, Board, LGBTQIA+ & Diversity website.

EK - letters of recommendation, asked the student what their preferred pronouns were. Where would someone go to have materials looked at for proofreading.

RA - on the LGBTQIA website there are resources available to help with materials (e.g. letters of rec)

EK - would like to see statement "faculty are encouraged to reach out to LGBTQIA+ & Diversity committee for resources"

MJ - How do all the faculty know about this....

HC - Can send out an All Users

MJ - should also add to new faculty orientation

Action:

EK motion approve through acclimation

RS second

Unanimous approval

5. Student's First Committee (3:33-3:50)

SM - Working on 2 items:

1. Not being able to use upper division units towards an AA degree
2. Looking at student who has BA that will satisfy GE

HC - should be an AS issue regarding using BA general education to satisfy GE requirements

3. P/NP option is confusing for students. Difficult to change after a certain amount of time. Departments have the ability to determine P/NP classes.

HC - student should get an automated email when they choose P/NP

MJ- can't a notice be supplied to the student when they choose P/NP when registering.

SM - have asked IT but it is not a priority

JL - It should be a priority, we are about serving students.

HC - can we talk to A&R

SM - it has been discussed but IT does not make it priority.

AG - how do we move on students with BA degree and accepting GE

SM - I think with AS backing we can help students. Will write resolution with AG assistance

SM - Regarding not accepting upper division units more research is needed. There are financial aid implications. Colleges handle this in different ways but many accept upper division units. Our policy is a local policy. Letter from Chancellor's office to Cabrillo regarding acceptance of upper division units can be found on Cabrillo website.

3. New Business

1. Educational Master Plan Environmental Scan (3:50-3:55)

HC - Walt asked us to look at what data we would like to focus on. Data selected will drive the Ed. Master Plan.

SM - Why do we lose students? Finding that out will help address issues that students are facing and why.

CW - We currently use SIS to pull data from (master database). EMS pulls data from SIS so that we can interact with the data.

KK - EMS is a scheduling planning tool. EMS helps discern load on paper as well as in reality. Much of our load interpretation is done by hand.

GT - would a more modern ERP make EMS unnecessary? What percentage of our students are nearing completion.

KK - would no longer need EMS if we had new ERP. Still use EMS as a scheduling tool. Processes go into the ERP, will need to look at process mapping to make sure it is effective. Degree Audit program would identify if a student is nearing completion.

HC - how close are we to getting a Degree Audit program.

KK - not sure at this time.

CW - it will take some time because data will need to be formatted correctly. Historical data may need to be entered manually.

SM - to address GT's question. A letter goes out to student when they reach 45 units.

HC - survey to students can be sent to collect data. When we discuss success we need to look at are we talking about education or "degree". Concerned that we are focusing on pushing through students to get degree.

SL - The Metrics focus on seven themes was developed because there were too many metrics. To fragmented so narrowed down to seven.

CW - Focus on seven themes within these seven there are multiple measures to address needs of different students (certificate/degree, transfer, adult ed/basic skills).

SM - Is "Momentum" progress?

CW - different measures for 3 groups. Knowing what the trends are in our community, employment, demographics can help guide our data collection. Think broadly about trends to help collect data.

AG - It is expensive to live here so we should look at what jobs allow for students to sustain living here.

2. **PRIE Update(3:55-4:25)**

1. **[First Draft of Integrated Planning Handbook](#)**

CW- Would it be helpful to go over the document?

AG - Are there certain areas that would be most pertinent to AS.

CW - Program Review. Who is the accountable person to make sure it gets done and who are those that should be involved.

RT - does the document clarify different policy and procedures. Program review, resource allocations, prioritization.

AG - There was a question about the cycle of Program Review is it 5 or 6 years.

CW - Based on the past it appears that it was 6 years. It would be good to have a master calendar as to when the program reviews are due in each department.

EK - in looking at this from a "new administrator" perspective it is a very clear document.

HC - it would be nice to have the Administrative Procedures

CW - it is being worked on.

KC - Where does CTE fit in with the resource allocation process.

CW - any group that requires categorical funds will apply for the funds before General Fund is allocated.

HC - as a campus we will go through an allocation prioritization, those areas that can use categorical funds

KC - Categorical programs have their own prioritization and specifications and shouldn't be part of the General Fund process.

CW -

KC - This document does not advise a CTE new faculty member where the money comes from. There should be reference.

CW - An overview of where the funding is coming from will be added.

Meeting adjourned 4:25

Minutes submitted by Jacque Evans