

---

Minutes

Academic Senate Meeting

March 30, 2017

Present: Jeff Archibald, Martin Ramey, Lina Soto, Tim Engle, Scott Guth, Bruce Nixon, Chisa Uyeki, Abby Wood, Luisa Howell, Dana Miho, Michael Sanetrick, Eric Kaljumagi, Donna Necke, Regina Martinez, Linda Rogus, Jennifer Hinostrroza, Corey Case, Alison Chamberlain, Beta Meyer, Jenny Leung, Janet Truttman, Tony Henry, Barry Andrews, Jean Metter, Patricia Maestro, Chan Ton, Michelle Shear, Eloise Reyes, Holly Cannon, Tamra Horton, Hector Sanchez, Rita Van Dyke-Kao, Shari Wasson, Kelly Rivera, Kate Cannon, Robert Purcell, Liz Ward, Sun Ezzell, Dianne Rowley, Jared Burton, Scott Childress, Karla Rivas, Tina Ziolkowski, Shelby White, Lance Heard, Samuel Wolde-Yohannes

Absent: Michelle Sampat, Vicki Greco, Liesel Reinhart, Joan Sholars, Maria Davis, Fred Kobzoff, Stephen Villasenor, Roxan Arntson, Rebecca Walker, Tiffany Kuo, Michelle Boyer, Jaime Hooper, Phillip Wolf, Charis Louie, Robert Augustus, Matthew Burgos, Serena Ott

Guests:

- I. Call to Order: The meeting was called to order at 11:34 a.m.
- II. Consent Agenda: *A motion to approve the Consent Agenda was made, seconded and approved unanimously.*
- III. Public Comment: Patricia Maestro, thanked the Academic Senate for their support of Counselor Day. In one hour there were over 500 students in attendance and the event was a great success! Thank you to all professors that promoted the event and gave extra credit for attending.
- IV. Officer Reports
  - A. President:
    1. Academic Mutual Agreement Council
      - a) AMAC met on March 14 and covered the following issues:
        - (1) Public Safety Department Update: Interim managers have been appointed. There was discussion of the process and AP7122's interim manager hiring process. It was suggested that we meet with Human Resources for clarification. In the meantime, plans are being made to start Class 85 in the fall, with students who were already in the program and displaced by the class' cancellation in January being given top priority.
        - (2) Ethnic/Social Justice Studies Task Force recommendations: The adopted recommendations were accepted and discussed, with the task force being encouraged to keep up good work that will benefit students.
        - (3) Dual Enrollment update: The possibility of an advisory committee was discussed along with whether a governance committee would be more appropriate. Additionally, the proposed manager mentioned in Cabinet Notes from March 7 was discussed with the idea of either an alternate or additional faculty coordinator being part of the dual enrollment program.
      - b) AMAC will met on March 28. Details of this meeting will be in my next report.
    2. Accreditation Steering Committee
      - a) The committee has not met since my last report and will next meet on April 7.
    3. Equivalency Committee
      - a) The committee met on March 27. Details of this meeting will be in my next report.
    4. Institutional Effectiveness Committee
      - a) IEC met on March 8. This meeting was almost entirely an interview with the accreditation visiting team.
      - b) IEC also met on March 22. At this meeting the following items were discussed:
        - (1) Strategic Plan: Kristina Allende and Barbara McNeice-Stallard are both looking for models that the College might use for the next strategic planning cycle. The committee brainstormed models for how the College mission, goals, strategic plan, PIE, and other plans would all interact to create a truly integrated planning process.
        - (2) Institution Set Standards: The committee reviewed a report on our progress towards Institution Set Standards goals, including preliminary data from Fall 2016. The committee discussed how best to share this information with faculty and solicit appropriate feedback. The data will be distributed to the Senate in the near future along with information on how this information can be accessed and discussed by departments in their PIE forms. Next year will be a time to review the

standards and the College's short/long term goals, so it will likely be a topic for an Academic/Student Services Master Planning summit.

- c) IEC next meets on April 12.
5. President's Advisory Council
  - a) PAC met March 8. At this meeting the following items were discussed:
    - (1) ITAC Update: An update was provide on the campus wifi project. Building 4, Founders Hal, the library, and other student gather areas have been upgraded with more and faster access. The next priority will be the School of Continuing Education.
    - (2) Professional Development Update: POD and IEC are working together to integrate professional development activities and requests into PIE to gain a more accurate picture of campus professional development activities and needs.
    - (3) IEC Update: Institutional PIE is nearly finished and will be presented to PAC soon. IEC is working to close out the existing strategic plan and develop a process for a new strategic plan in the fall.
    - (4) BP 5010 Admissions and AP 5011 Admissions and Concurrent Enrollment of High School and Other Young Students: These policies were updated to reflect dual enrollment regulations. The items were identified as academic and professional matters and directed to the Student Preparation and Success Council for review before coming to the Senate.
    - (5) BP and AP 5130 Financial Aid: Major updates have been proposed to both policies to account for changes in federal and state policies. The AP needed additional copy editing, so the items will be returned at the next meeting.
    - (6) AP 7120 Recruitment and Hiring – Faculty: The item was presented for information only and will now go to the Board of Trustees for information.
    - (7) Annual Planning Memo: The annual memo sent to committees was reviewed. It was discussed that the strategic planning process was going to ask committees to identify goals in the fall when elements of the strategic plan were assigned to each committee. However, the memo regarding goals has been coming out in the spring, causing most committees to have to retroactively set goals. It was suggested that a separate memo go out to committees in the fall reminding them to set goals and submit them to their reporting body for review.
  - b) PAC met again on March 22. The following items were discussed:
    - (1) BP and AP 5130: After copy editing, the policies were presented for review. The policies were approved on first reading and will return for a final reading on April 12.
  - c) PAC will next meet on April 12.
6. Board of Trustees Meeting
  - a) The Board of Trustees met on March 8. Five newly tenured faculty were recognized by the Board. There was a presentation to the Board on options for a Bond Anticipation Note (BAN) to deal with the funds remaining on Measure RR.
  - b) The Board of Trustees will next meet on April 12.
7. Meeting with Vice President, Human Resources
  - a) On March 21, I met with Abe Ali, Vice President of Human Resources to discuss a few issues:
    - (1) Process for hiring interim managers: The process in AP7122 was discussed, and it was agreed the College would be more diligent in ensuring that hiring committees with constituent group representation were formed for interim management positions.
    - (2) Letters of recommendation for faculty positions: I shared Senate Resolution 2007-03 "Letters of Recommendation for Full-time Faculty" in response to the decision by HR in this hiring cycle to no longer allow members of the committee to write letters of recommendation for applicants. HR has understandable concerns about bias, but I stressed the need for adjunct faculty to be able to receive recommendations from those who have evaluated them. We have agreed to collaboratively develop some guidance for committee members that can be built into EEO training to reduce bias but still honor the intent of Resolution 2007-03.
    - (3) Problems with faculty hiring committees: Some difficulties with screening for minimum qualifications and routing equivalencies to the Senate in a timely fashion were discussed. We have agreed to work collaboratively to make the process more accurate and efficient.
    - (4) Management screening committee dates: Abe agreed to attempt to develop future management hiring committees on a consistent schedule per Senate feedback (i.e., consistent times and dates on the same committee).
8. Management Screening Committee Appointments
  - a) An interim management screening committee for Director, Enterprise Applications was requested without sufficient time to put out a call to all faculty. Martin Ramey and Jeff Archibald were appointed to allow the committee to move forward with faculty representation.

B. Vice President:

1. Budget Committee
    - a) Budget did not meet March 15 due to having met during the accreditation visit. Our next meeting is April 4. Minutes will follow that meeting.
  2. Area C Meeting and Plenary
    - a) Jeff Archibald and I attended the Area C Meeting (ASCCC) this Saturday at East LA College. Plenary is scheduled for April 20-22, and Michelle Sampat and I are both going. Resolutions are posted on the ASCCC website. In addition, two local resolutions came forward at the Area C Meeting, including one supporting federal funding of Arts and Humanities Programs and one suggesting changing the actual practices of ASCCC with respect to collecting unpaid conference fees. The latter may be resolved by the Executive Committee without need for presenting to the ASCCC.
  3. ASCCC Equity and Diversity Action Committee
    - a) ASCCC has approved EDAC's focus group project that will examine developing practices that promote diversity in hiring among local colleges. We will be reviewing the literature and developing questions for deployment of the focus groups in the fall at ASCCC meetings throughout the state. Findings are expected to be available between June and August of 2018.
- V. Legislative Liaison Report: No written report.
- A. AB 387 (Thurmond): Extends minimum wage to interns or those who are part of a supervised work experience course. Healthcare providers will be required to compensate individuals who are completing training requirements.
- VI. CTE Liaison Report: No written report.
- A. CTE Leadership Institute this spring hosted by ASCCC. Recommend that CTE programs attend. If interested in attending, please let Jeff Archibald know.
- VII. Noncredit Liaison Report:
- A. The noncredit High School Summer Referral Program is growing – and now includes West Covina School District for a total of 12 school districts and 34 high schools.
  - B. Noncredit is partnering with credit faculty to develop a noncredit pre-welding course. Also, a noncredit welding course will be offered this summer at Bassett High school through our Short Term Vocational department.
  - C. Just a reminder, Mt. SAC SCE is taking the lead in developing noncredit contextualized bootcamps with 15 other colleges in our Los Angeles and Orange county region by way of Strong Workforce Regional share funds. This is the first regional noncredit curriculum project and Mt. SAC. We're hoping to get assistance from our college curriculum liaison and the state senate. L.E. Foisia is the lead faculty member on this project.
  - D. Noncredit is also moving forward with conducting pre-college workshops and counseling classes with our partner K-12 adult schools. This is AEBG consortium work and aligns with our regional plan objectives.
  - E. The first ASCCC Noncredit Summit will take place in Sacramento May 4 and 5.
- VIII. Faculty Association Report:
- A. FA Representative Council
    1. The Representative Council will next meet on **4 April**, at which time we will close nominations for our 2017-18 Executive Board. Available positions on the Executive Board are President (2 year term), Vice President (1 year term), Secretary (1 year term), 3 FT Directors (2 year term) and one PT Director (2 year term). In addition, we will seek to elect 6 PT Representatives at Large, 3 Service Center One representatives, and up to 4 NEA 2018 convention delegates, which will be held four of July week in Minneapolis, Minnesota. We will also take action on proposed budget amendments and our 2017-18 meeting schedule.
  - B. Negotiations
    1. Five negotiation sessions have been completed thus far with four tentative agreements signed thus far on the following topics:
      - a) Article 19 – This post-retirement benefit may now be up to 10 LHE
      - b) Appendix J – An improved complaint form
      - c) Appendix Z – Continuing education experience now counts for initial placement on the salary schedule
      - d) Article 10.G – Departments shall recommend intersession schedules, including the number of days per recommendation.
      - e) Article 10.A.4. – No change to this article.
      - f) Article 21 – An improved dispute process.
    2. More information on negotiations will be provided at FA Representative Council meetings.
  - C. 2017-18 Committee Vacancies

1. Although the Academic Senate appoints faculty to most College committees, the FA does have a few positions available this year. In addition, we have a number of seats open on our internal FA committees. Faculty interested in volunteering for any of these positions should contact the FA President at [ekaljumagi@msac-fa.org](mailto:ekaljumagi@msac-fa.org) by **20 April**. A list of the available positions is attached to this report.

D. FA Events

1. The FA hosts a number of events throughout the year. "Cocktails with the FA Vice-President" will be from 5 – 7 PM on **5 April** at the Walnut Applebee's on Grand and Valley. In addition, multiple faculty appreciation events are now being planned for May.

IX. Associated Students Report:

A. A.S. Student Report 3.30.17

1. A.S. Budget Deliberations - A.S. is continuing our budget deliberations and will be finished in the next few weeks. We officially entered deliberations and last Thursday and attached is the proposed A.S. Budget.
2. Join-A-Club - Finished Join a club last week, and it went exceptionally well. Most of the past 60+ clubs attended and great turnout for students.
3. Major A.S. appropriations - has decided to fund \$6,000 for the development of the wildlife sanctuary. This will include rocks to begin setting up a desert landscape area for the sanctuary. A.S. is also working with DSPS to fund and volunteer with the Disability Athletics Fair April 8th. A.S. has agreed to pay for 6,500 for food for volunteers and attendees.
4. Educators of Distinction - Nominations are now open, I, myself will be reading all of the applications. I strongly encourage you to show to all of your students and to your departments.
5. Dodgers vs. Angels Mt. SAC Foundation - Update: Appropriation has been drafted to purchase 100 tickets for \$2700 and would be given to students visiting our A.S. booth. The ticket will come with an Angel's custom Mt. SAC hat and seats. The game will take place June 29th 2017 at the Angel's Stadium.

X. Council Reports:

A. Curriculum & Instruction Council Report:

1. Committees
  - a) Continuing Education - Minutes: None
  - b) Distance Learning - Minutes: None
  - c) Educational Design – March 7, 2017
  - d) Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
  - e) Equivalencies - Minutes: None
  - f) Outcomes - Minutes: None
2. Curriculum
  - a) Curriculum & Instruction Council Information Items:
    - i. State Update: The Chancellor's Office will be automatically approving all stand-alone courses, modified courses, and new courses that are being placed on existing programs once colleges transition to the new Chancellor's Office Inventory. Statewide transition should be completed by June or July. Local certification will streamline the approval process, allowing curriculum to make catalog far later in the spring semester than in past years. In response to this extended approval window, EDC will be meeting every week throughout the spring semester. Please thank division EDC reps! They make it possible for us to ensure thorough and efficient review of curriculum.
    - ii. Class Size Form revision: See attached handout
    - iii. New Course Development Guide: See attached handout
    - iv. List of Courses Due by May 31, 2017: See attached handout
    - v. Courses Identified for Inactivation: See attached handout
    - vi. 4-Year Review Courses Approved on EDC Consent Agenda
      - a. CISD 11L: Database Management: Microsoft Access: Pulled from Consent and randomly reviewed.
      - b. MUS 18: Advanced Piano

- 
- c. R-TV 101: Work Experience in Broadcast Entertainment
  - d. SIGN 220: Translation: American Sign Language/English
  - e. VOC AGR02: Plant Propagation/Greenhouse Management. Mirrored noncredit course for AGOR 2.
  - f. VOC AGR57: Power Train. Mirrored noncredit course for AGOR 57.
  - g. VOC AGR71: Landscape Construction Fundamentals: Mirrored noncredit course for AGOR 71.
  - h. VOC CPNET: Internet Research – An Introduction
  - i. VOC EL50A: Electric Circuits (DC): Mirrored noncredit course for ELEC 50A
  - j. VOC FSH22: Fashion Design by Draping: Mirrored noncredit course for FASH 22.
  - k. VOC AGR 72: Landscape Hardscape Applications: Mirrored noncredit course for AGOR 72
  - l. VOC AGR 73: Landscaping Laws, Contracting, and Estimating: Mirrored noncredit course for AGOR 73.
- B. Student Preparation & Success Council Report:
- 1. The Council met on March 20 and discussed the following items:
    - a) ACTION:
      - i. SP&S accepted minutes from March 6 and the Basic Skills Minutes from Dec. 8. Minutes from the Nov. 9, 2016 SSSPAC meeting were returned for clarifications as to recommendations re: Multiple Measures questions used in early alert supports and language suggesting that HS Outreach (not via dual enrollment) allows high school students to opt out of college assessments, which is not the case. The clarifications require minor changes, and Jim Ocampo will confirm the discussions from that meeting with others and ask for written clarifications for the next meeting, April 3.
    - b) INFORMATION:
      - i. BP 5010 and AP 5011 were reviewed, as pulled by the Senate at PAC. These are draft College policies on dual enrollment following the enactment of AB 288. That legislation permits colleges to offer closed dual enrollment courses on high school campuses during the day. However, a recent call to faculty for proposed courses to be considered for dual enrollment offerings included those with open enrollment (meaning our students could register for those courses) at either the beginning of the school day or the end. This format was not envisioned by the Joint Task Force, and these policies should be revisited as dual enrollment offerings directly impact student preparation and success. Formatting changes were also suggested to avoid confusing various categories of Special Admit students. Dr. Yamagata-Nogi has agreed to meet with Marty, Joumana, Eric and Jeff to discuss enlarging the focus of proposed amendments to non-AB 288 models and to bring recommended changes back to the Council for consideration on April 3rd.
      - ii. Associated Students is continuing to work with Counseling to improve the student orientation.
      - iii. Based on widespread interest, the Council appointed several members to serve on a Homelessness and Food Insecurities Task Force that will reach out to the campus to hear suggestions on what the College can do in these areas. A recent Wisconsin study provided several recommendations for colleges, and several local schools already have established food pantries and similar programs for students. Student Services has worked with Sodexo to make food cards available to students among other things. Members of the task force include Bruce Nixon and Corey Case (AS), co-chairs, Ana Silvia Turcios, Sandra Padilla, Matt Judd, Dan Garcia (AS), Andi Simms, Marti Whitford and Martin Ramey.
    - c) FUTURE TOPICS:
      - i. Basic Skills Study and Budget for 2017-18
      - ii. Review of Multiple Measures usage
      - iii. Minority Male Initiative update
      - iv. Integrated Planning (Success, Equity, Basic Skills)
- C. Professional Development Council Report: No report.

XI. Action:

- A. Close Nominations for 2017-18 Academic Senate Executive Board positions  
*Motion to close the nominations made and seconded. Discussion. Motion to close nominations for the Academic Senate Executive*

*Board approved unanimously.*

*VP – Martin Ramey*

*Secretary – Lina Soto*

*Directors – Abby Wood, Scott Guth, Dana Miho*

*Now nominations for senator at large are open. Three seats are available. Two nominations are Tamra Horton and Michael Sanetrick. Kate Cannon is nominated. Nominations will be closed at our next meeting and the election will take place the last week of April and first week of May.*

**B. Resolution 17-02 Regarding Dual Enrollment**

*Motion to approve and seconded. Discussion. Motion to amend by Scott Guth and seconded. The amendment adds an additional resolved to read, "Resolved, the Academic Senate finds that a dual enrollment program is an academic and professional matter as defined by CA law, Title 5, Art. 2, Sect. 53200, which explicitly assigns to faculty primary responsibility for recommendations associated with curriculum, education program development, and standards or policies regarding student preparation and success; and," Discussion on the amendment. Vote on the amendment approved unanimously. Another motion to amend the now second resolved to read, "Resolved, the Academic Senate asserts that any dual enrollment programs and agreements pursued by the College must reflect the same quality of academic programs and student support services as those offered on the College's campus." The amendment was retracted and seconded since it changes the intent of the resolved. New motion to amend the second resolved to read, "Resolved the Academic Senate asserts that any dual enrollment programs and agreements pursued by the College must reflect the same academic rigor and quality of academic and student support services as programs offered on the College's campus." Discussion. Vote on adopting the new resolution with the two amendments approved unanimously.*

**C. New Faculty Seminar Task Force Recommendations**

*Motion to approve and seconded. Discussion. Motion to amend section 5a to add "optional" to read, "The Task Force would suggest that an optional second-year seminar be developed as well as an adjunct orientation program." Discussion on the amendment. Vote on amendment to add the word "optional," passes with a vote of 41 - 6 (Eric Liz War, Michael Sanetrick, Chisa Uyeki, Sun Ezzell, Jared Burton.) No abstentions. Vote on the recommendations with the amendment passes unanimously.*

**XII. Discussion:**

- A. Resolution 17-03 Senate Oversight of Program Development (Contact: Executive Board) *Item was discussed.*
- B. Resolution 17-04 Regarding Area of Emphasis Associate Degrees (Contact: Executive Board) *Item was discussed.*

**XIII. Information/Announcements:**

- A. Special Senate meeting April 6: ASCCC Spring 2017 Plenary Resolution Review

**XIV. Adjournment: 1:03 p.m.**