

**Mission College Academic Senate
Ext. 5413**

Unapproved Minutes

Thursday, June 4, 2009

Copies of the MCAS minutes & agendas can be found online at:

http://www.missioncollege.org/senate/agendas_minutes.html

I. Call to Order/Roll Call

The meeting was called to order by President Stephanie Kashima at 12:13 p.m.

Senators	A	P	Senators	A	P
Nelson (Ext.5177) Social Science		X	Joh (Ext. 5321) Math		X
Beggs (Ext. 5188) AAS	X		Charland (Ext. 5046) StudentDev	X	
Brichko(Ext. 5222) CATA		X	Kashima (Ext. 5319) ESL		X
(ASB Rep)	X		O'Neill (Ext.5082) ESL	X	
Dewis (Ext. 5327) Communic.		X	Ostrander (Ext.5274)StudentDev.		X
Glaser (Ext. 5093) ESL		X	Pembrook (Ext. 5275)CommServ		X
Harrison (Ext. 5340) AAS		X	Sabherwal (Ext. 5357) CIS	X	
Hernas (Ext. 5169) Comm Serv.		X	Winsome (Ext. 5217) Natural Sci		X
Guests: R. Berlanì, C. Cox, M. Rivas, J. Wilczak, K. Phillips			Al Baker (Ext. 5253) Natural Sci		X

II. Approval of the Minutes for May 21, 2009

The approval of the minutes for May 21, 2009, were postponed until the Fall semester of 2009.

III. Order of the Agenda

There were no changes to the order of the agenda.

IV. Oral Communication from the Public

Senator Ostrander requested that the Mission College Academic Senate take a stance on the civil service Grand Jury comments due to her understanding that they are not factual. As faculty members we need to take a stance. Senator Ostrander read the relevant comments. It was pointed out by an audience member that there seem to be many mistakes in the background. President Kashima stated that she could take this issue to the Board of Trustees, President Robles and Chancellor Hendrickson and alert them that the Academic Senate does not believe these are factual statements. Senator Ostrander suggested composing a letter by Monday, August 31, 2009. A discussion ensued on how to proceed with this issue, and President Kashima stated that it will be agendized for a future meeting.

V. Information & Announcements

There were no information or announcements.

VI. Administrative Business/Actions/Appointments

A. President's Report – President Kashima reported on an approval made at GAP yesterday: a configuration of the definition of participatory governance and the concept of it, which would be that participatory governance constituents be considered members of the

administration, the Classified Senate, Academic Senate and Student Senate. This was approved as a one year trial.

B. Other Reports – none.

C. Committee Appointments – Faculty members Ann Cowels and Alma Garcia were approved to have their names forwarded to the Office of Instruction as candidates to sit on the hiring committee for the Dean of Workforce Hiring Committee. (M/S/U – Hernas/Brichko)

VII. Old Business

A. Discuss and Consider Issues Related to the Future Direction of the College and District: Structure - Organization of Departments and Divisions

Vice President of Instruction Norma Ambriz-Galaviz presented the most current Division structure. She stated that the Academic Senate is to make recommendations on divisions. So far, it has always been the Division Chair Council that determines the quantity of reassigned time to departments. The process was recently followed and resulted in reducing the quantity of release time to 12.335 from 16.336. Dr. Ambriz Galaviz explained that formula used is the same historical formula that has been used for a decade.

D. Ambriz-Galaviz went through the proposal, explaining the six new divisions and departments associated. Some smaller departments haven't received release time in the past, and therefore it was thought to consolidate some. And an individual department chair would be responsible for overseeing more than one department in cases of smaller departments. She explained that those individuals in ITS would be represented by whatever area they are teaching. She stated that all Division Chairs have communicated this proposal to their respective areas. Dr. Ambriz-Galaviz stated that it will be asked that this proposal be used for a one year trial.

Senator Brichko stated that as a representative to the Graphic Arts and Graphic Design Division, the proposal appears to negatively affect her area. The two departments are currently working to combine into one, and according to this proposal, now they would need to combine with another – this will not be good. She suggested that Global Studies be moved into Division 6 under Foreign Language.

An audience member stated that due to time restraints and the inability for the Division Chair Council to meet again this semester, the Academic Senate should consider making a recommendation solely on the Division configurations to President Robles. The Division Chair Council is responsible for allocating Release Time. President Kashima responded that this input can be collected and directed to President Robles.

There was a question over whether all Department Chairs will be properly evaluated due to proposed release time figures. Dean of Instruction Jim Wilczak stated that all will be properly evaluated.

President Kashima pointed out that equity is necessary for labs with no release time. Dr. Ambriz-Galaviz stated that she will check the contract language regarding this issue.

Senator Winsome asked for clarification on the FTEF figures used to determine total FTEF in each Division for the current proposal to reduce to 6 Divisions. Mr. Wilczak stated that the FTEF from Fall 2008 and Spring 2009 were added and divided by 2 to get the average over 2 semesters. Senator Winsome stated that the Chemistry Division is not happy with the groupings. She suggested that Chemistry be grouped with Biology because they are closely related. Dr. Ambriz-Galaviz stated that this recommendation will be considered. President Kashima asked Ms. Ambriz-Galaviz whether it would be in line with the prescribed timeline for the Academic

Senate to convene next week to discuss this further and then send its recommendation to President Robles. Ms. Ambriz-Galaviz stated that should be fine.

At this time, a motion was made to extend time on this item by 15 minutes (M/S/U – Dewis/Brichko)

Senator Dewis stated that his division is concerned with the proposal as LATC and Reading are different disciplines. His division does not feel confident that the DC would be able to make decisions that would affect both positively.

There were questions over what the responsibilities of the DC would become. Mr. Wilczak explained that the DC would be responsible for certain administrative and operational duties, i.e. budget, scheduling, ensuring that paperwork comes to the instructional office, and ensuring evaluations take place. Department Chairs would now be responsible for making sure things are accomplished and subject matter expertise would come from department members. He reminded the Senators that some departments already work that way. President Kashima pointed out that there are pros and cons to this, one con being that a person may not be able to adequately represent a department that they have limited knowledge of.

Faculty member Aaron Malchow voiced his concern regarding faculty who become subject area experts in order to be a department chair. If we use institutional obligation, would the contract need to be changed? Faculty member Cathy Cox pointed out that according to the contract, it appears that a department chair does not need to have knowledge of the area. The department chair is a form of support for faculty to fulfill their roles. The support doesn't necessarily need to be done by someone with expertise.

M. Malchow suggested that the chairs for the larger departments appoint someone else to do scheduling. Mr. Wilczak responded that there are models where someone else does the scheduling. He also pointed out that currently there are department chairs who do not receive release time.

Senator Pembroke pointed out that the component of the proposal dealing with ITS is problematic because its load is not tied to a department.

Classified staff member Kim Phillips stated her fear that as these departments become grouped together, a reduction in technicians and classified will follow. President Kashima directed Ms. Phillips to email her concerns to her.

A motion was made to extend time on this item by ten minutes (M/S/U – Brichko/Dewis)

Senator Winsome asked that the department chair job description be read aloud (see document attached to end of these minutes). Senator Winsome suggested that if departments are to combine, language should be inserted that deals with resolving conflicts. President Kashima responded that historically, these types of conflicts are handled through the Office of Instruction. Ms. Ambriz-Galaviz also noted that on the proposal, the chain of command ends with the Dean.

Monica Rivas pointed out that according to the ACE contract, a classified position's supervisor should be the Division Chair. This is information she recently learned and would like ACE to verify. ACE representative Roberta Berlani stated that the Division Chair may be the supervisor, but the Division Chair is giving guidance to the classified staff member.

Senator Dewis expressed concern that there is a lack of accountability for those who are creating schedules. He continued that it seems they would be evaluated for something that is out of their control. President Kashima responded this concern leads to a discussion regarding whether it is desirable to place faculty in a role when they cannot discipline. Mr. Wilczak responded to Senator Dewis, reminding him that there are currently combined departments that work very well together.

Senator Pembroke pointed out that in the last DCC meeting, the release time distribution and pairings were configured and that .2 release time warrants a review. There is still an issue of release time and department chair responsibility as not being as significant as release time and ownership. Department chairs work with an advisory panel, so we may have to adjust the pairings so we see ownership.

Ms. Ambriz-Galaviz encouraged all to consider leadership positions.

President Kashima stated that she will send out an announcement to all users asking them to talk with their Division Chairs about today's discussion.

B. Discuss and Consider Issues Related to the Future Direction of the College and District: Structure - Organizational Review Rubric

A discussion ensued on the effectiveness of using such a large group to make progress on this item, and it was decided that more work needs to be done within the task force before the rubrics are discussed.

C. Discuss and Consider Issues Related to the Future Direction of the College and District: Structure – Task Force membership, charge and timeline

A lengthy discussion ensued on details of the taskforce, and the following motion passed (M/S/P – Pembroke/Beggs):

The Organizational Review Task Force will be comprised of three faculty, three classified staff, three administrators and three students.

The charge of the task force is as follows:

- To finalize the rubric that will be used to assess all structures and include the input provided by classified staff and administration
- To review the existing structure using this rubric
- To review new proposals using this rubric
- To conduct fact-finding and opportunities for process improvement through interviews and other means
- To return to the MCAS with a recommendation regarding college organization that aspires to satisfy the highest level of the rubric descriptors by the September 17 meeting of the MCAS

There were concerns that there is not enough time to get a buy-in from people due to few people being around during the summer months. It was agreed that due to the quick timeline, the MCAS has no choice but to work over the summer months.

Senator Winsome asked whether the MCAS can ask for Letters of Understanding regarding the chain of command and responsibilities, as the contract language doesn't speak to it. ACE representative Berlani encouraged this. She also confirmed that departments do have the ability to draw up formal by-laws to resolve conflicts.

President Kashima stated that she will send out a call containing the language of the above motion.

D. Discuss and Consider Issues Related to the Future Direction of the College and District: Structure – Consider Asking ACE to conduct workload study of department and division chairs

A short discussion ensued, and ACE representative Berlani stated that concerns about workload is outside the MCAS purview. The MCAS should focus on pedagogy. Senator Pembroke cautioned that release time as negotiated in the contract needs to be sufficient and therefore we will need to figure out how to operate day to day.

E. Discuss and Consider Issues Related to the Future Direction of the College and District: Structure – Senate Membership and Constitution Issues

President Kashima read the following Constitution resolution read by Cathy Cox, and asked the Senators to show it to their departments. The resolution will be discussed at the next MCAS meeting.

“Resolution to Amend the MCAS Constitution and Bylaws to Ensure Effective Representation of Faculty

Whereas, the Mission College Academic Senate is the primary shared governance body for the faculty of Mission College and provides guidance to the administration and Board of Trustees for academic and professional matters as defined in Title 5, section 53203, and

Whereas, adequate representation of and participation by the college faculty in the Academic Senate is critical to the effective functioning of the Academic Senate,

Whereas, faculty representatives are chosen for the Academic Senate based on the division to which they are assigned, and

Whereas, the number of divisions at Mission College has been reduced from ten to six beginning July 1, 2009 and this reduction in the number of academic divisions will have a negative impact on the size and distribution of faculty representatives to the Senate under the current Academic Senate constitution (approved on May 24, 2007 and amended on May 1, 2008),

RESOLVED, that Article II.1.B of the MCAS Constitution and Bylaws be amended to read:

The Senate shall be composed of:

- 1. Full-time faculty representatives from each Division.*

The full-time faculty representatives shall be elected according to the following schema:

Divisions with less than 20 full-time faculty elect two faculty representatives (Senators) from the Division.

Divisions with 20 or more full-time faculty elect a maximum of three faculty representatives (Senators) from the Division.

Whenever possible, divisions shall elect representatives from different departments within their division to maximize representation of faculty.

RESOLVED, that Article II.2.A be amended to read:

Senators shall serve for two years. However, terms for Senators elected from a Division shall be staggered in such a way that no division shall have all senators leaving office in the same year. When necessary to accomplish this, a division may elect a Senator to serve for a single year.

RESOLVED, that these changes shall take effect as of September 10, 2009, in order to allow divisions time to hold elections for representatives, although any division election held following these provisions prior to that date shall be considered effective as of the date of the election.”

VIII. New Business

None.

IX. Correspondence/Publications/Announcements

X. Future Agenda Items

- A. Discuss and Consider Response to Pick a Prof Request for Faculty Grading Data
- ~~B. Discuss and Consider Issues Related to LVN RN Positions and Tenure Track~~
- C. Discuss and Consider Issues of Academic Integrity in Course Scheduling
- D. Discuss and Consider Issues Related to Plus and Minus Grading
- E. Consider Adoption of Institutional SLO Strategic Plan
- F. Discuss and Consider Role of District Council in Staff Development (5 min) (I/A)
- G. Consider the Inclusion of an SLO question in Faculty Interviews
- H. Consider Approval of Operating Procedures for Study Abroad Programs
- I. Standards for Articulation Agreements with High Schools
- J. Review Local Minimum Qualifications in District
- K. Discuss and Consider Term of Office for Academic Senate President
- L. Academic Rigor and the Carnegie Unit
- M. Streamlining the Curriculum Process
- N. Retention Discussion
- O. Testing Center and Makeup Testing
- ~~P. Prereq Challenge Process Modification Request from Counseling~~

X. Adjournment

The meeting adjourned at 2:17 pm. These minutes are respectfully submitted by Academic Senate Secretary Lauren Johnson.

ACE Counter 12/12/08

APPENDIX D

MISSION COLLEGE

DEPARTMENT CHAIR

Introduction:

With direction from the appropriate Division Chair, The Department Chair shall be responsible and accountable for the day-to-day operations and academic issues within the department. The working relationship which is fostered between the department faculty, Department Chair, and Division Chair shall be considered the basis for establishing and maintaining the college's shared governance model in working with administration. The Department Chair shall report directly to the Division Chair and may be given reassigned time or other compensation for carrying out his/her duties and responsibilities in accordance with Article 21.

Duties and Responsibilities:

In cooperation with members of the department and other staff, and under the general supervision of the Division Chair, the Department Chair shall ensure that the following duties and responsibilities are successfully achieved:

1. Facilitate the development of annual goals and objectives by the department, and identify means for communication, implementation, and achievement of these goals. Provide an ongoing communication link with the department and the Division Chair. **Annually write and submit to the Division Chair a summation report of department/program achievements and the extent to which goals and objectives were realized. Maintain regular, ongoing communication with Department members and the Division Chair.**
2. Coordinate efforts of department/program faculty to complete Program Review and implement recommendations.
3. Assist in the recruitment, hiring, orientation, and **appraisal evaluation** of full-time, **and associate members, instructional aides,** and ~~substitute instructors~~ and **other staff.**
4. Provide leadership in the preparation and updating of course outlines and catalog information. Assist in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.
5. Ensure that all **instructional** members of the Department **provide** ~~distribute a green sheet to~~ **current course syllabus for** to each of **student in** their classes and to the ~~division-office~~ **or Office of Instruction.**
6. **PreparePlan and implement a WSCH/FTE Plan for the department.** Prepare the ~~Fall, Spring, and Summer~~ **all** schedules for the department/program and assist the Division-Chair in final preparation of the published schedule. ~~If appropriate, plan and implement a WSCH/FTE Plan of Action for the department.~~
7. Prepare, supervise, and monitor all aspects of the department's budget, and discuss periodically with the Division Chair.
8. **Act as the first line of authority relative to student and departmental faculty complaints/concerns and inform the Division Chair of the nature, status, and action taken,** while at the same time maintaining the professional academic integrity and privacy of all parties concerned.

9. Act as the first line of authority relative to student, staff, administrative, and public concerns and inform the Division Chair of the nature, status, and action taken. **Assist in maintaining and updating the college catalog on matters relating to departments or programs.**

10. Plan and conduct department meetings.

11. As appropriate, establish and maintain a close liaison with community, business and industry through visitations and meetings. Ensure that advisory committee meetings are held as required by Educational code.

12. Ensure department/program representation, when necessary, at Board meetings and on district and college committees.

13. Work with the Articulation Officer on assuring that articulation agreements with school districts, state colleges/universities, community, state, and federal agencies are maintained and periodically updated.

14. Assist the Division Chair in administering College's/District's policies and procedures, **including compliance with all bargaining unit agreements.**

15. Assist and support the Division Chair in the completion of his/her duties and responsibilities such as verifying the accuracy of payroll forms.

16. Maintain and annually update the associate and substitute faculty pools and recommend associate and substitute instructors in accordance with District policy.

17. ~~Supervise the scheduling, use and maintenance needs of equipment and facilities.~~ **Facilitate departmental requests in the scheduling, use, and maintenance of equipment and facilities.**

18. **Assist the Division Chair** in other duties as defined in consultation with the Division Chair and/or the department.

Note: Language in italics is meant for clarification, and is not intended to be in the final contract.

Note: The Department Chair job description specific to West Valley College shall be eliminated.

Note on the parties' intent: With the removal of "With direction from the appropriate Division

Chair," the parties do not intend to change the pre-existing organizational structure of the

District or management responsibilities of any position.