

**Mission College Academic Senate  
Ext. 5413**

**Approved Minutes**

**Thursday, May 6, 2010**

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

[http://www.missioncollege.org/senate/agendas\\_minutes.html](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 2:13 p.m.

| Senators                          | A | P | Senators   | A | P |
|-----------------------------------|---|---|--|---|---|
| AlBaker (Ext.5253) Division. II   |   | X | Nakahama (Ext.5433) Division II  |   | X |
| Beggs (Ext.5188) Division. III    |   | X | Oliver (Ext.5427) Division. III  |   | X |
| Cabrera AF/ Division.             | X |   | O'Neill (Ext 5082) Div. I  |   | X |
| Glaser (Ext.5093) Division. I     |   | X | Pembrook (Ext.5275) Div. VI  |   | X |
| Harrison (Ext.5340) Division. III |   | X | Sabherwal (Ext.5357 )Div V   |   | X |
| Johnston AF/ Division.            |   | X | Sun (Ext.5570) Division. VI  |   | X |
| Kashima (Ext.5319) Division. IV   |   | X | Perlas (Ext.5081) Division. V  |   | X |
| Maldonado (ASB Rep)               |   | X | Winsome (Ext.5217) Division. II  |   | X |
| Martin (Ext 5349) Division IV     |   | X | Wise (ASB Rep)   |   | X |
| McKay (Ext.5312) Division. I      |   | X | Guests: W. Abdeljabbar, C. Cox,<br>J. Hendrickson, J. Cormier, T.<br>Karas, N. Ambriz-Galaviz, |   | X |

**II. Approval of the MCAS Minutes Dated 4/15/10, 4/22/10 and 4/29/10.**

A motion was made to approve the meeting minutes dated 4/15/10 and the following discussion took place (M/S/ – Beggs/Sabherwal):

Chancellor John Hendrickson and Vice President of Administrative Services Worku Negash pointed out that there is incorrect information reported in the 4/15 minutes, specifically regarding the following sentence on page 2: “The Administration has offered to make temporary salary reductions through furloughs.” Chancellor Hendrickson stated that, in fact, the Administration has agreed to make permanent reductions unless the union negotiates otherwise in the future. This agreement was passed and accepted by the Board of Trustees and a letter of understanding exists between the District and Manager’s Association. The Administration has agreed to 12 unpaid furlough days each year. This could change in the future depending on the economic status as can the collective bargaining agreements. Management Association members will also be under a medical benefits cap effective July 1, 2010 of approximately \$17,000 which is the current average cost of medical benefits coverage per person for this group. The contracts for the College Presidents and Chancellor entail a floating medical benefit cap. Chancellor Hendrickson stated that the Senators should always strive to have the most accurate information possible, and for that reason he is providing this corrected information. The Chancellor extended the invitation for anyone to contact him at any time with questions.

A vote was taken to approve the meeting minutes of 4/15 with the correction that Senator Johnston was present. (M/S/U – Beggs/Sabherwal)

The meeting minutes dated 4/22/10 and 4/29/10 will be reagentized for approval.

**III. Order of the Agenda**

The order of the agenda was accepted as presented.

**IV. Oral Communication from the Public**

There was no oral communication from the public.

**V. Information & Announcements**

President Kashima reminded the group that the informational forums for the MC presidential candidates will be held on Monday, May 11 and Tuesday, May 12, 2010. Ms. Kashima stated that as the MCAS President, she will be providing a question to Dr. Ambriz-Galaviz regarding participatory governance as part of the standard questions asked of each candidate. There will also be an opportunity for audience questions. It is Ms. Kashima's opinion that this District has a higher level of participatory governance than other districts and would like to include this fact in the question as a means to inform the candidates of the college culture and also to elicit information as to the candidates' fit with this culture. She asked that the Senators send her suggestions for questions regarding this topic.

President Kashima reminded the Senators of the Academic Senate Award Luncheon scheduled for May 20, 2010.

**VI. Administrative Business/Actions/Appointments**

**A. President's Report:** President Kashima reported on the following information:

Chancellor's Roundtable: Facilities Bond planning was discussed and it was reported that the Board of Trustees has not expressed interest in moving forward with a multi-million dollar facilities bond to replace the MT buildings and fund the building of the Main Building Replacement building Phase 2 this fall. The Chancellor expressed disappointment in this. The BOT stated that it didn't want to impose on taxpayers during difficult economic times, but strong indicators have shown that voters are willing and want to support schools. If the bond had been put forward and passed, it would have allowed MC to build the second half of the main building replacement. President Kashima reported that via the last bond measure, improvements to the infrastructure of MC have been made or will be made, including putting in high-capacity digital capabilities, building phase one of the main building replacement, and Hospitality Management and Child Development renovations. The Academic Senates may need to campaign for the BOT to move forward with a bond measure for 2012. Senator Winsome stated that support from the College Presidents would be helpful.

A new employee assistance proposal is being developed. The goal is to provide assistance to people who have been laid off or for people who have

transferred into a new workplace area. There will likely be a request for Land Corporation (LC) funding for this project.

The Chancellor proposed that the LC schedule a special study session to identify the purpose of the LC and the best use of its monies. This will likely take place in December 2010. President Kashima recommended that the Senators discuss this in the future and attend the meeting.

District Council & District Budget Advisory Committee: District Council and DBAC recently merged into one group. The membership and group name will soon be rewritten.

Budget: The two-year budget reduction plan went to a joint meeting of GAP and CBAC. There were objections to individual items, but a recommendation was made to move the plan forward. It was noted that there isn't enough funding to cover everything within the plan.

**B. Other Reports** – Curriculum Review Committee Chair Cathy Cox distributed a summary report of the Committee's work over the past year. She noted that the Committee has streamlined tech review. She informed the group that if a faculty member has a course that needs to be worked on but is having trouble getting into it, Ms. Cox needs the exact course number in order to help. President Kashima stated that Associate Faculty need access to Curricunet so that when they are assigned a class, they can review the course outline. Senator Winsome indicated that a username and password are not needed to view course outlines on Curricunet. These are accessible to all. Ms. Cox added that according to ACE, Associate Faculty can write curriculum, but will not be paid for doing so. The CRC has requested that all faculty who write curriculum designate their Department Chair as a co-author in order to track ownership. *(CRC is requesting that faculty add their Department Chairs as co-contributor (not co-author) to courses not "to track ownership" but to make sure that someone from the department has access to the course to make any necessary changes in case the proposer is not available.)*

**C. Committee Appointments** – A motion was made to elect retiring faculty member Edith Dooley as the 2010 graduation lotus carrier. (M/S/U – Pembroke/Oliver)

President Kashima reported that there are no volunteers to serve on the Accreditation Liaison Selection Committee. No Senators volunteered to serve, and therefore Ms. Kashima will work with Vice President of Instruction Norma Ambriz-Galaviz on the Committee.

## **VII. Old Business**

### **A. Program Discontinuance Deliberations**

President Kashima explained that last week, the Senate directed all programs being considered for discontinuance to work with VPI Ambriz-Galaviz on action plans. Today, the programs are to present these plans.

Senator Martin distributed a proposal that outlined a new Information Systems and Technology Department that would include the programs of CIS, CIT and CNT. CIT faculty member Wael Abdeljabbar was present to explain the proposal. He noted that the proposed Department name is not permanent, and that the faculty from all three programs are in consensus that this grouping can work. Senator Martin explained that the proposal on Engineering and Design Technology needs more time, and it was asked that the proposal be brought to the Senate next week.

At this time, the following motion was made and passed (M/S/U – Pembroke/Winsome):

“that the Mission College Academic Senate moves to approve the new Information Systems and Technologies Department and for it to include CIS, CIT and CNT.”

President Kashima stated that the Senate can continue to deliberate whether the CIS, and CNET Programs will be discontinued. She asked Senator Martin whether he can return to the Senate by the end of the semester with a detailed plan. Senator Martin stated that he could.

Senator McKay pointed out that the motion involves making curricular changes; when the three discipline areas are put into a larger discipline area, will the courses be revised in order to create clear pathways for students? Mr. Abdeljabbar responded that in fall 2010 and spring 2010, we will continue to offer the current courses. Revised courses will not be offered until fall 2011. President Kashima stated that the Senate is being asked to take a leap of faith and trust in the future plans.

There were questions about what curriculum is currently moving through the curriculum review process. Ms. Cox responded that some CIS courses have come forward for deactivation, but they have not reached CRC for approval.

Senator McKay stated that the Senate should require that Mr. Abdeljabbar return to the Senate in the fall 2010 semester and spring 2011 semester with a progress report. It was further noted that the success of this plan will depend, in large part, to the person leading the department. It is possible that, if someone other than Mr. Abdeljabbar became department chair, the plans could fall by the wayside.

At this time, the following motion was made and passed (M/S/U – Pembroke/O’Neill):

“that the Mission College Academic Senate moves to recommend that Wael Abdeljabbar be the interim Department Chair of the Information Systems and Technologies Department.”

President Kashima suggested that the Senate discuss what it wants to see in terms of a plan; details, curriculum, degrees and certificates. The Senate asked Mr. Abdeljabbar to return to the Senate in the next couple weeks with a recommendation for a plan that the Senate can consider accepting. Dr. Ambriz-Galaviz pointed out that such a

plan may not be able to include load details or how faculty involved will be accommodated. Load sheets can be provided once they are prepared.

President Kashima reminded the group that last week, the Senate directed all programs being considered for discontinuance to work with the OI to on repackaging curriculum. Business Department Chair Melanie Meyer met with Dr. Ambriz-Galaviz regarding the Real Estate Program and the VPI is now considering a RE Program proposal. Ms. Meyer stated that it is her understanding that the distance learning courses will be ready by fall 2010. Two certificates still need to be revised. President Kashima suggested that the Senate pass a motion asking for Ms. Meyer to report back in fall 2010 and spring 2011 on the RE Program repackaging and distance learning curriculum.

Senator Winsome requested an update on the recommendation from the Business Department for more release time for the RE Program. President Kashima stated that a request was made and sent to the VPI but no action has been taken.

It was asked whether Business, Marketing and Real Estate should all be considered separate departments. Senator McKay expressed concern that if what Real Estate offers is a series of courses that leads to a job, then why would it need a separate program review? Why can't RE be placed within the Business Program? It seems this would ease the load of the Department Chair. President Kashima recommended that Ms. Meyer and the VPI discuss this idea and return with a proposal.

Senator Pembroke expressed concern that unless there is a commitment made to the RE Program, it is unclear how RE will become a robust Program once the economy turns around. The demand is in licensure; why can't RE move into Community Education? He added that it's not favorable for someone to reluctantly take on a program.

At this time, a motion was made to discuss Item VIII. C. immediately. (M/S/U – McKay/Maldonado)

## **VIII. New Business**

### **C. Review of the New Faculty Hiring Process**

VPI Ambriz-Galaviz explained that the Faculty Hiring Process is an Academic Senate approved process and today she is asking the Senate to approve a modification to the hiring timeline. According to the policy, the hiring process is to begin in a fall semester. However, discussions and requests for hiring will began immediately in the fall 2010 semester. Therefore, the VPI is requesting that the process begin immediately. Ms. Ambriz-Galaviz proposed that Department Chairs be asked to put out a call for any Departments interested in proposing a faculty position for hiring. The discussions would begin at the Departmental level and then move forward to the Division Chair level. Soon after, a discussion would take place in order to create a list of all departmental hiring needs. The goal will be to prioritize the list and narrow it down to the top 10 needs. Those 10 areas can then spend the summer writing proposals so that when we return in September, the OI can review the proposals and make a hiring decision by the third or fourth week of September. VPI Ambriz-Galaviz added that the newly hired researcher can gather data necessary for the proposals. The VPI stated that the reason it is so important to begin this process now is that WVC is in the middle of the process and will be ready to go in September.

At this time, a motion was made to move up the hiring process timeline and begin in the spring 2010 semester. (M/S/U – McKay/Perlas)

At this time, the regular order of the agenda was resumed.

#### **A. Discussion on District Academic Senate Constitution Revision**

President Kashima explained that the District Academic Senate has not met in a couple years due to issues regarding fair quorum and voting rights. A task force was created to look into these issues and provide a recommendation. Last week, the WVCAS members of the task force put forth two motions and both were passed by the WVCAS. One motion indicated that quorum would be reached via the two Academic Senates reaching their own quorum. The second motion indicated that in order for a motion to be passed, the individual Senates would vote separately on the motion, and the motion would pass if both Senates pass the motion. The WVCAS asked that the MCAS consider their motions.

Discussion on the motions took place, and various Senators expressed concern that the two Senates should not be voting separately. Separate voting could mean that the two Senates wouldn't need to meet at all. It was pointed out that the DAS is designated by the State Academic Senate to be a separate body. Ms. Cox suggested that a change to the composition of the DAS be considered. Instead of the DAS being the entire body of both Senates, it could be composed of five Senators from each Senate, plus the Senate Presidents. This would preserve the integrity of the DAS as a separate body but also allow equal voting rights. Ms. Cox pointed out another advantage to this idea: that if the two Senates pass similar motions on an issue, the motions can be brought to the DAS and a united motion can be passed. Senator Beggs responded that this proposal speaks to the goal of making joint decisions in order to take a united stand. Various Senators agreed.

President Kashima pointed out that the two Senates have philosophical differences; the WVCAS sees the DAS as two bodies in one, and the MCAS sees the DAS as one body. Senator McKay suggested that research be done in order to find out why the State recognizes the DAS as a separate body.

At this time, the following motion was made and passed (M/S/U – Sun/Wise):

“that the Mission College Academic Senate moves to further the discussion of forming the District Academic Senate and for the colleges to consider its composition to be five academic Senators from each College and the two Academic Senate Presidents acting as a separate body.”

Senators requested that President Kashima express the appreciation of the MCAS to the WVCAS for getting the conversation going and making a proposal.

#### **B. Review of the College Structure**

President Kashima distributed the proposed College structure and explained that Division Chairs have reviewed it and figured out release time. VPI Ambriz-Galaviz has agreed to provide Student Services with its own Division Chair, which will be covered by faculty working in load and will not be taken out of the 12.335 negotiated reassigned time

for Division and Department chairs. More minor changes may be made to the placement of departments.

It was asked what the reasoning was for separating LATC and Tutorials. There were also questions regarding the Dean structure.

President Kashima reminded that group that in the early discussions on the old structure, a common refrain from faculty was that one of the biggest problems at the college was lack of accountability for those in leadership positions, including Division and Department Chairs and Administrators. She indicated that evaluations are currently being done, which presents the opportunity to submit much needed feedback on performance and to address this issue of accountability. .

**D. Discuss and Consider Recommendations to the ACE Faculty Union  
Regarding Article 26, the Peer Evaluation Process**

President Kashima stated that she will be sending Article 26 out to the entire College and ask for feedback. Therefore, it will be reagentized. She added that feedback is needed in order improve it the evaluation process.

Senator Pembroke requested that Article 112 be reviewed as well, the Associate Faculty evaluation process. President Kashima agreed to also send out Article 112 for feedback and agentize it as well.

**IX. Future Agenda Items -**

**X. Report out to Divisions**

The Senate will discuss information that should be reported out to Divisions by Senators before the meeting minutes are distributed.

**XI. Correspondence, Publications, & Announcements**

**XII. Adjournment**

The meeting adjourned at 4:18 pm. These minutes are respectfully submitted by Academic Senate Secretary Lauren Milbourne.

**XIII. Planned Future Agenda Items**

- A. Review of Educational Master Plan Recommendations (20 min)(I/A)** – this item will be an update on the status of the recommendations from the 2007 Mission College Educational Master Plan
- B. Prerequisite Challenge Process Update (Coleman)(15 min)(I/A)** an update regarding the new Prerequisite Challenge Process approved by the AS on May 28, 2009.
- C. Consider College Support for LVN/RN Program and other College Exempt Programs**
- D. Pass/No Pass Discussion**
- E. Discuss and Consider Response to Pick a Prof Request for Faculty Grading Data**

- F. Discuss and Consider Issues Related to Plus and Minus Grading**
- G. Consider Approval of Operating Procedures for Study Abroad Programs**
- H. Retention Discussion**
- I. Computer Literacy as a Graduation Requirement**
- J. Discuss and Consider Compensation for Associate Faculty Senate Representatives**
- K. Discuss and Consider Work Experience Program**