

## MCAS Shared Governance Report Jan 20, 2009

Greetings Colleagues,

I hope you are having a restful break or a successful Wintersession. We have another week before we begin gearing up for the Spring semester and I would like to let you know what has been happening on campus this month.

### Enrollment

I recommend that everyone read Harriett's College Update for 1-16-09 to get a thorough, but clear description of the enrollment situation. The bottom line is that the District has managed to come together to increase both efficiency AND enrollment and **we are on track to receive \$4,092,093 additional funding (restoration funding) for the 08-09 year**. This is still dependent on us maintaining high efficiency, retaining students and having a robust summer program, but I am confident we can work together to achieve each of those goals. Something to note is that our deficit is approximately \$9 million in ONGOING expenses that are beyond our income. Therefore, to benefit from this restoration beyond this year, we would have to maintain this level of enrollment over time in order not to reduce our income in the future and return to the current level of deficit.

However, we must take time to recognize the hard work and sacrifice of those who helped us both increase our enrollment (by restoring all the HbA enrollment removed by the state from 2005-2006) AND increase efficiency from around 450 Average Weekly Student Contact Hours to over 500. This means that the Performance Goals Committee and department chairs cancelled low enrolled classes for Winter and Spring (and some high enrolled classes where resources were needed elsewhere) in order to achieve this goal.

At Thursday's Board meeting, Ellen McAlister spoke eloquently to recognize the Performance Goals Committee's work. Harriett also recognized this group and the department chairs for their diligence. I made sure to mention the names of the Performance Goals Committee to the Board to ensure they knew who took leadership on getting us to this point:

Jim Burrell, Alan Chandler, Judie del Frate, Clement Lam, Rachel Lowenberg, Rod Pavao, Linda Retterath, Ellen McAlister, Steve Lipman, Jeff Nelson, Monica Rivas

Thank you to the Performance Goals Committee, the Division Chairs, the Department Chairs (who made the hardest cuts), the associate faculty (who, along with full-time faculty, have had sections cut) and the students (who have suffered cancelled sections). Also thanks to administrators and staff who helped implement this higher level of efficiency by notifying students of cancelled classes, running data reports on efficiency and enrollment, and revising contracts.

Our next task around enrollment is to ensure that we have a selection of high demand classes, scheduled at desired hours for Summer and Fall. Your department chair will continue working with the Office of Instruction and the Performance Goals Committee to ensure the best scheduling.

What can you, as a faculty member, do for the Spring semester?

1. **Make the student experience as pleasant as possible.** Let students know they are appreciated for choosing Mission College as their college of choice.
2. **Learn the name of each student in your classes** at the beginning of the semester (I use an index card for each student name and flip through them when calling on students during class and to take roll). Get to know students on a personal level and share appropriate personal stories from your life – Connect!

3. **Check in with students regularly** to find out if they are having any trouble with registration, books, financial aid, or any other issue that affects their presence in your class. If there are troubles, refer students to the Welcome Center (Campus Center, 1<sup>st</sup> floor, behind the stair case) where they will receive one-on-one help with any issue.
4. **Administer frequent assessments** to let students know how they are performing and can get help early in the semester if they are failing.
5. **Encourage students to meet with you during office hours.** Research demonstrates that student success increases in direct proportion to the amount of contact a student has with faculty outside of class.
6. And lastly, as a creative writing instructor once phrased it to me, **“For God’s sake, make it interesting!”** I know this will not be difficult at all for our talented and dedicated faculty. Keep doing what you are doing while thinking of new ways to make it interesting for the students.

### **District Council**

AT the 1/7/09 meeting of the District Council, the Chancellor discussed the organizational study. He is currently working with Albert Moore, Special Assistant to the Chancellor, to place each recommendation into one of 2 categories: those promptly implementable and those that need further consultation with groups (such as union issues, senate issues).

At the end of January (we have a Jan 28 District Council meeting), the Chancellor will have completed a matrix with assigned parties for each recommendation. All the feedback received by groups has been summarized and included in the report to the Chancellor by GAP, at Mission College, and the President’s Council over at West Valley College. The Chancellor is using the feedback to decide a draft of next steps which he will propose at District Council and which representatives such as Ed Kleppinger, Angelica Bangle and I will weigh in on. This document will be posted on the web by the end of Jan.

The Senate passed a motion to ask the Chancellor to immediately begin posting minutes from District Council and the Board meetings. I communicated that to the Chancellor last week and he is working on it.

### **Board Meeting**

In addition to recognizing the Performance Goals Committee, I made another request that Board meeting minutes be immediately posted on the web. There was a proposal by Trustee Constantin to change the current minutes style from action only (short) to summary (more detail). It was voted down. I said we would be happy with even the current minutes on the web.

### **Accreditation**

The Accreditation Mid-term Progress Report writing team of Norma Ambriz-Galaviz, Daniel Peck, Tim Karas and I are working with assistant Paula Homrig to put together the report by the end of January to then forward to GAP and the Academic Senate for review and then the Board before the March visit from the accreditation visiting team. We are happy to find that we have completed nearly every planning agenda item thanks to the hard work of EVERYONE at Mission College.

### **Hiring Committee Calls**

We need faculty representatives for the following committee:

*West Valley College Vice President of Student Services Hiring Committee*

**DBAC** – I will be out of town all this week and will need a faculty representative to take my place at the DBAC meeting this Wed, Jan 21, 2:30-4:30pm, Campus Center Room 219-220. This committee, the District Budget Advisory Council, will be reviewing a presentation on 2 district budget models, including the Senate-backed RSAC model, and the council may be voting to select a district budget model. My absence is unavoidable, but this is a critical meeting for the

Mission faculty and I ask that one or more faculty attend this important meeting to voice faculty perspective on a fair and transparent district budget model.

**Shared Governance Review**

A task force from GAP, Linda Angelotti, Joel Brubaker, Pat Hudak, Mina Jahan and I (2 faculty, 1 student, 1 classified staff, 1 administrator) are working on drafting a revision to the current shared governance documents and practices. We received feedback from GAP about what works and what doesn't work with the current structure (among the feedback were – too many committees, unclear understanding of the role of committee members, poor communication between members, too many members on committees). We are taking that feedback and revising the current structure and charges. We will bring it back to GAP which will disseminate it to all the participatory governance committees to review and provide feedback in the Spring.

See you all on Flex Day!

Stephanie